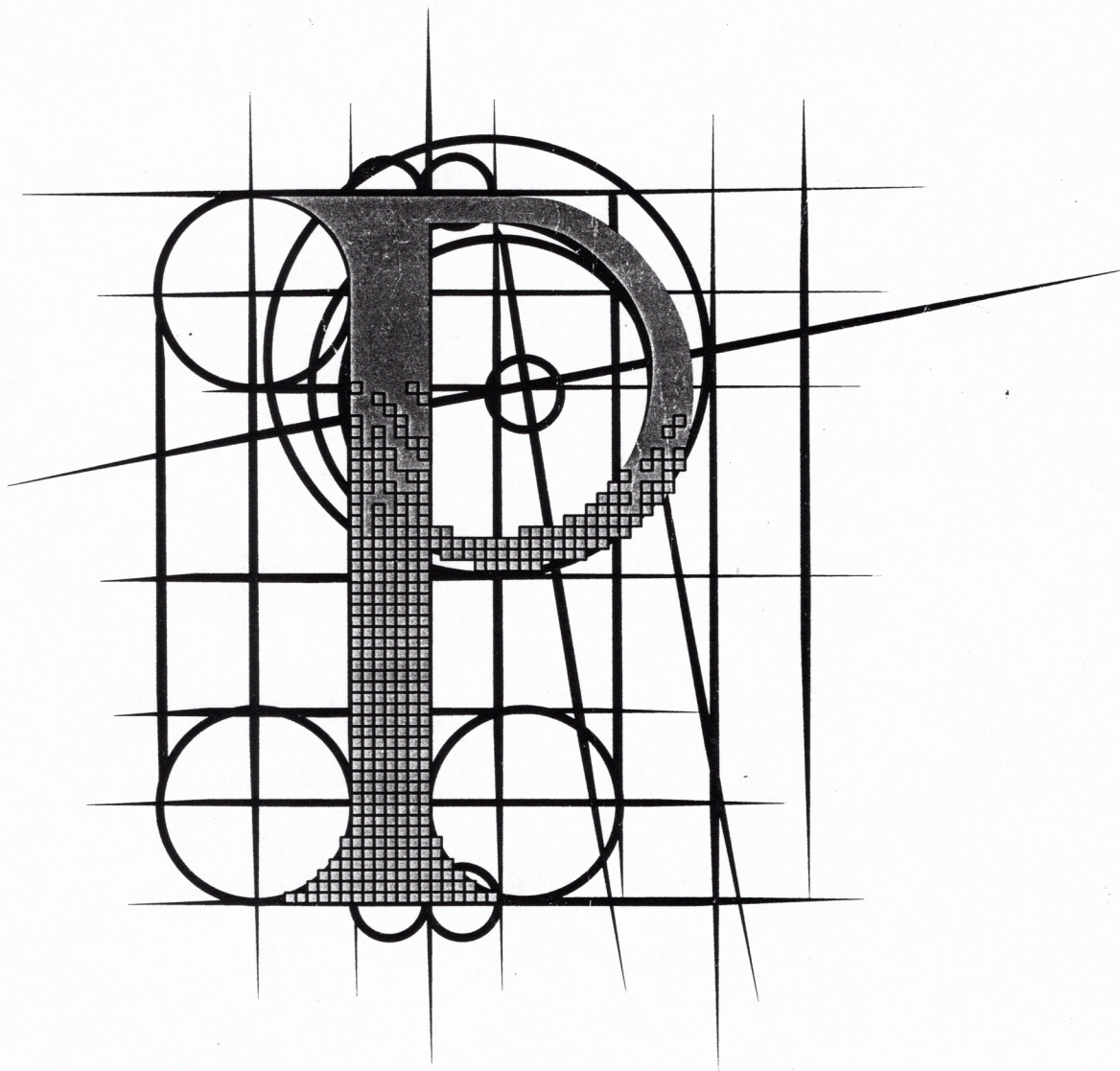


ATARI

# PageStream®



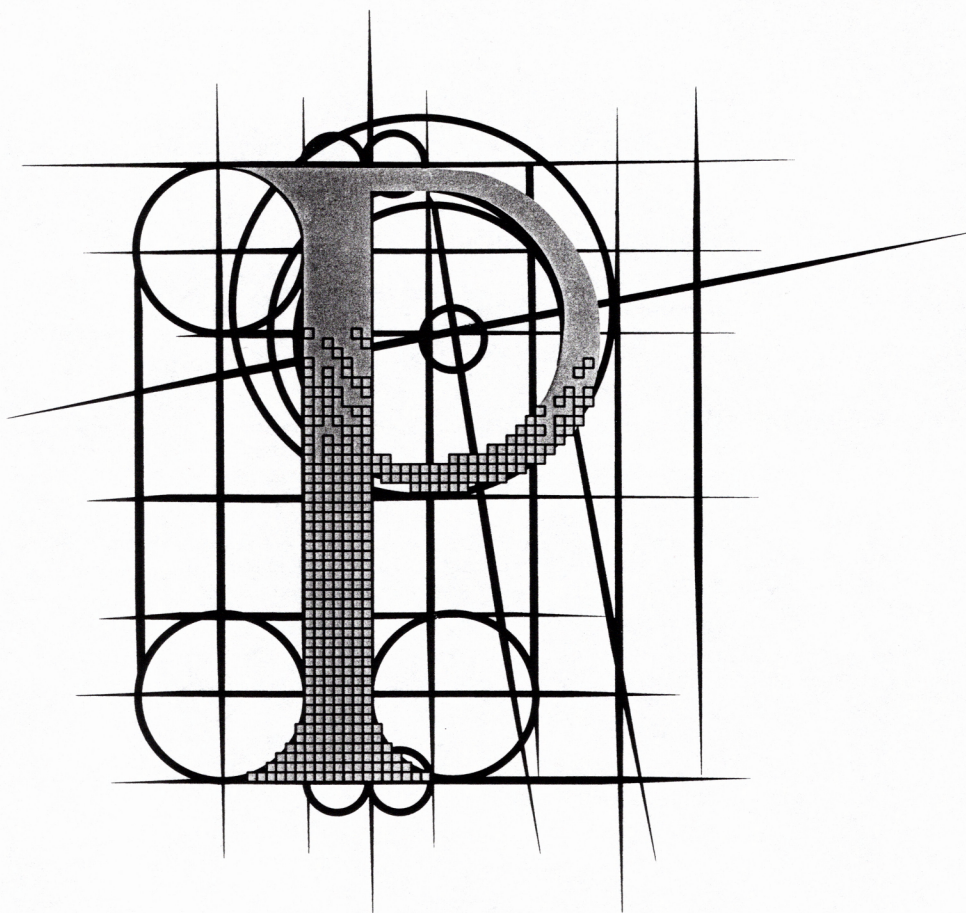
## User Manual

*For Atari Personal Computers*









**PageStream®**



## **PAGESTREAM 2 USER MANUAL: FIRST ATARI EDITION: JUNE 1991**

This manual was created using PageStream 2 on Atari ST computers and was printed at 1270 dpi on a PostScript imagesetter.

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# Contents

## Chapter 1: PageStream Basics

|                                     |      |
|-------------------------------------|------|
| <b>What is a Desktop Publisher?</b> | 1.1  |
| <b>Basic Desktop Publishing</b>     | 1.3  |
| Introduction to Typography          | 1.3  |
| Page Composition                    | 1.6  |
| <b>The PageStream Screen</b>        | 1.8  |
| Starting PageStream                 | 1.8  |
| Menus                               | 1.8  |
| Toolbox                             | 1.10 |
| <b>Starting a New Document</b>      | 1.12 |
| <b>Document Windows</b>             | 1.14 |
| Resizing Windows                    | 1.14 |
| Moving Windows                      | 1.15 |
| Moving Around Windows               | 1.15 |
| Closing Windows                     | 1.15 |
| Smart Titles                        | 1.15 |
| <b>The Workspace</b>                | 1.16 |
| Creating a Bleed Area               | 1.17 |
| Viewing the Workspace               | 1.17 |
| <b>Document Pages</b>               | 1.21 |
| Master Pages                        | 1.21 |
| Changing Pages                      | 1.22 |
| Rulers                              | 1.23 |
| <b>Screen Redraws</b>               | 1.23 |
| <b>Managing PageStream Files</b>    | 1.24 |
| Opening a Saved Document            | 1.24 |
| Merging Documents                   | 1.25 |
| Closing a Document                  | 1.25 |
| Saving a Document                   | 1.26 |
| <b>Understanding PageStream</b>     | 1.27 |
| Types of Fonts                      | 1.27 |
| Soft-Logik Fonts                    | 1.28 |
| Compugraphic Fonts                  | 1.29 |

|                  |      |
|------------------|------|
| PostScript Fonts | 1.31 |
| Technical Notes  | 1.32 |

## Chapter 2: Working with Text

|                                 |      |
|---------------------------------|------|
| <b>Putting Text on the Page</b> | 2.1  |
| Text Columns                    | 2.2  |
| Text Objects                    | 2.4  |
| <b>Entering Text</b>            | 2.6  |
| Typing Text                     | 2.6  |
| Importing Text                  | 2.7  |
| <b>Text Attributes</b>          | 2.9  |
| Setting Text Attributes         | 2.9  |
| Typeface                        | 2.11 |
| Type Size                       | 2.11 |
| Type Styles                     | 2.12 |
| Type Effects                    | 2.13 |
| Text Formatting                 | 2.13 |
| Attribute Pickup                | 2.19 |
| <b>Editing Text</b>             | 2.20 |
| Cutting and Pasting Text        | 2.20 |
| Capitalization                  | 2.21 |
| Search and Replace              | 2.21 |
| <b>Text Flow</b>                | 2.24 |
| Linking Columns                 | 2.24 |
| Unlinking Columns               | 2.25 |
| Showing Text Links              | 2.25 |
| <b>Kerning</b>                  | 2.26 |
| Manual Kerning                  | 2.26 |
| Batch Kerning                   | 2.27 |
| Setting Kerning Pairs           | 2.28 |
| Removing Kerning                | 2.29 |



# Contents

---

|                                    |      |                                  |      |
|------------------------------------|------|----------------------------------|------|
| <b>Spell Checking</b>              | 2.30 | <b>The Reshape Tool</b>          | 4.9  |
| Editing the Spelling Dictionary    | 2.31 | Reshaping Polygons and Polylines | 4.9  |
| <b>Hyphenation</b>                 | 2.33 | Reshaping Bézier Curves          | 4.9  |
| Manual Hyphenation                 | 2.33 | <b>Element Attributes</b>        | 4.10 |
| Batch Hyphenation                  | 2.33 | Setting Element Attributes       | 4.10 |
| Setting Hyphenation Rules          | 2.34 | Fill Style and Fill Color        | 4.11 |
| Editing the Hyphenation Dictionary | 2.35 | Line Style and Line Color        | 4.15 |
| Removing Hyphens                   | 2.36 | <b>Editing Elements</b>          | 4.18 |
| <b>Document Formatting</b>         | 2.37 | Cutting and Pasting Elements     | 4.18 |
| Style Sheets                       | 2.37 | Duplicating Elements             | 4.20 |
| Creating Tags                      | 2.38 | Element Depth                    | 4.21 |
| Saving a Style Sheet               | 2.39 | Moving Elements between Pages    | 4.21 |
| Appending a Style Sheet            | 2.39 | Locking Elements                 | 4.22 |
| <b>Replacing Attributes</b>        | 2.40 | Aligning Elements                | 4.23 |
| <b>Exporting Text</b>              | 2.41 | Grouping Elements                | 4.24 |
|                                    |      | Rotating Elements                | 4.25 |
|                                    |      | <b>Text Flow around Elements</b> | 4.27 |

---

## Chapter 3: Working with Graphics

---

|                                     |      |
|-------------------------------------|------|
| <b>Types of Graphics</b>            | 3.1  |
| Bitmap Pictures and Object Drawings | 3.1  |
| Encapsulated PostScript Graphics    | 3.2  |
| <b>Entering Graphics</b>            | 3.3  |
| Importing Graphics                  | 3.4  |
| Drawing Tools                       | 3.7  |
| <b>Manipulating Pictures</b>        | 3.12 |
| Screen Frequency                    | 3.12 |
| Screen Angle                        | 3.13 |
| Color Separating Bitmap Pictures    | 3.14 |
| <b>Exporting Graphics</b>           | 3.15 |
| <b>Undo</b>                         | 3.16 |

---

## Chapter 4: Working with Elements

---

|                             |     |
|-----------------------------|-----|
| <b>The Pointer Tool</b>     | 4.1 |
| Selecting Elements          | 4.1 |
| Moving Elements             | 4.3 |
| Sizing Elements             | 4.4 |
| Editing Element Coordinates | 4.5 |

---

## Chapter 5: Page Layout

---

|                       |      |
|-----------------------|------|
| <b>The Grid</b>       | 5.1  |
| Setting the Grid      | 5.1  |
| Using the Grid        | 5.2  |
| <b>Guides</b>         | 5.4  |
| Setting Guides        | 5.4  |
| Using Guides          | 5.4  |
| <b>Tabs</b>           | 5.5  |
| Setting Tabs          | 5.5  |
| Using Tabs            | 5.6  |
| <b>Page Numbering</b> | 5.7  |
| Automatic Numbering   | 5.7  |
| <b>Editing Pages</b>  | 5.9  |
| Inserting Pages       | 5.9  |
| Deleting Pages        | 5.9  |
| Moving Pages          | 5.10 |
| <b>Templates</b>      | 5.11 |
| Saving Templates      | 5.11 |



## Chapter 6: Printing Pages

|                                   |      |
|-----------------------------------|------|
| <b>Setting Up Your Printer</b>    | 6.1  |
| Types of Printers                 | 6.1  |
| Printer Configuration             | 6.3  |
| Hewlett Packard Printers          | 6.5  |
| <b>Printing a Document</b>        | 6.6  |
| Printing Options                  | 6.6  |
| The Printing Process              | 6.9  |
| <b>PageStream and PostScript</b>  | 6.10 |
| PostScript Options                | 6.11 |
| <b>Using a Service Bureau</b>     | 6.12 |
| Creating a PostScript File        | 6.12 |
| Sending Files to a Service Bureau | 6.12 |
| Service Bureau Considerations     | 6.13 |

## Chapter 7: Working in Color

|                         |      |
|-------------------------|------|
| <b>What is Color?</b>   | 7.1  |
| Paper Versus the Screen | 7.1  |
| Color Definition        | 7.1  |
| Pantone Matching System | 7.3  |
| <b>Color Publishing</b> | 7.5  |
| Spot Color              | 7.5  |
| Process Color           | 7.5  |
| Printing in Color       | 7.6  |
| <b>Using Color</b>      | 7.8  |
| Actual Colors           | 7.8  |
| Screen Colors           | 7.12 |

## Chapter 8: Using PageStream

|                                 |     |
|---------------------------------|-----|
| <b>Setting Program Defaults</b> | 8.1 |
| <b>Setting Paths</b>            | 8.3 |
| <b>Font Management</b>          | 8.5 |
| Adding Fonts to PageStream      | 8.5 |
| Removing Fonts                  | 8.7 |

|                            |      |
|----------------------------|------|
| Font Caching               | 8.8  |
| <b>Measurement Systems</b> | 8.9  |
| <b>Macros</b>              | 8.10 |
| Entering Macros            | 8.10 |
| The Macro Script Language  | 8.12 |
| Sample Macros              | 8.13 |
| <b>Greeking</b>            | 8.15 |

## Appendix A: Glossary

## Appendix B: Equivalents

## Appendix C: Special Characters

## Appendix D: Font Samples

## Index







# PageStream 2

## *Publishing for the Nineties*

Atari computers are finally getting the respect they deserve with groundbreaking products such as PageStream 2. The world is being forced to take notice of Atari as a serious platform for graphics and publishing.

Desktop publishing is in the midst of change. The first generation of software was suitable for undemanding applications but not for serious typesetting. As the DTP community matured in the late eighties, professional features were demanded with precise control over typography and graphics. PageStream for Atari filled the void, providing the perfect solution for professionals and hobbyists. PageStream is the best choice for Atari users for graphic intensive pages and long, complex books. Only PageStream has the power, speed and flexibility to meet any publishing challenge.

The nineties present us with new challenges — a renewed commitment to professionalism as pasteup boards are completely replaced by electronic publishing. A new generation of artists and designers are learning publishing with PageStream without getting ink under their nails. Even though the tools have changed, the medium remains the same. PageStream's unique "blank paper" metaphor keeps the designer in touch with the page.

For centuries typography and graphic design have been slaves of technology — the artform has been limited by the tools at hand. When the first desktop publishers appeared, they strived to duplicate the features of traditional typesetting. Today the technology has matured and all forms of page design can be realized with a computer. The challenge now is to define the future of the printed page.

**Soft-Logik Publishing Corporation**

*We give you the tools to dream.*

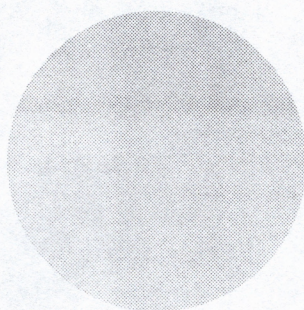
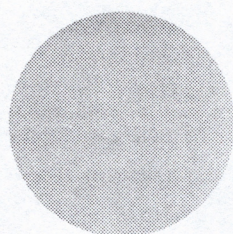
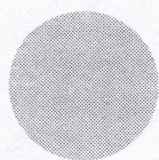








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• *PageStream Basics*

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# Chapter 1:

## PageStream Basics

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### What is a Desktop Publisher?

Before you can make use of a desktop publisher, you should know what a desktop publisher is and what it is capable of doing. You should understand the differences between various types of page production software and realize how they can be integrated with PageStream to facilitate the creation and production cycle. As well, it is essential that you understand how PageStream works so that you can make better use of its features. If you have used other desktop publishers, you may wish to skip ahead to the section titled “Understanding PageStream” which explains the font technologies used in PageStream 2.

There are four levels of page production software available for personal computers: text editors, text-based word processors, graphic word processors and desktop publishers. Each type of program is designed for a specific task. There are also two types of graphics software of interest to desktop publishers: paint programs are used to create bitmap, or raster pictures, and drawing programs are used for object, or vector illustrations. To create a complete document using text and graphics — text, drawing and painting software are normally used in conjunction with a desktop publisher.

#### ***Text Editors***

A text editor is a simple program for creating text files. Very little control of text formatting is offered. Text files are saved in ASCII format. (American Standard for Information Interchange, pronounced ASS-KEY.) Text editors send text to printers as a series of characters using the fonts, or typefaces resident in the printer. Text editors are not capable of using graphics or other typefaces. They are used mainly for fast creation of text files. Because they do not offer a realistic screen rendering of the printed output, they can quickly display text for editing and manipulation.



## ***Text-Based Word Processors***

Text-based word processors can format text and create files with formatting control codes. Like text editors, they do not display accurate renditions of printed output, but use the computer system font to quickly display text. Text editors rely upon the typefaces resident in the printer to create printed text. *First Word Plus* is an example of a text-based word processor for the Atari.

## ***Graphic Word Processors***

Graphic word processors offer WYSIWYG, or *What You See Is What You Get*. That is, the screen display is faithful to printed hardcopy. These programs use their own fonts or typefaces to create the page as an array of dots. The completed page is sent to the printer as a graphic file, ignoring the printer's resident fonts. (Some graphic word processors have "Quick" modes which print pages using the printer fonts. Graphic printing is usually of better quality and offers more formatting and layout options, but it can be much slower.) An example of a graphic word processor is *Word Flair*.

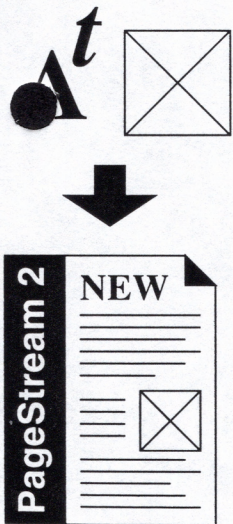
## ***Desktop Publishers***

Desktop publishers take a different approach to page creation. Instead of assuming that a page will be covered with text, the user is presented with a blank page on which text and graphics may be mixed. It is the lack of structural confines which separate desktop publishers from word processors. Like graphic word processors, the page is created internally in a desktop publisher (DTP) and output to the printer as a graphic image.

## ***PageStream***

PageStream combines the flexibility of a desktop publisher with many of the features offered by word processors and drawing programs. In PageStream, every element of a page is a text or graphic element. Text and graphics may be created in PageStream or imported from an outside source.

PageStream is the final component of a complete desktop publishing system. Most complex documents will require you to enter the text in a text editor or word processor and the graphics in a paint or drawing program. These elements are then imported into PageStream and integrated into the page grid. Additional graphics and text can then be added in PageStream to finish the layout.



### **1.2 PageStream Basics**



# Basic Desktop Publishing

This section is an introduction to some of the terminology of desktop publishing, and in particular to the publishing concepts used in PageStream. Desktop publishing has revolutionized a traditional industry and many new terms have come into use as the industry has changed. This section will attempt to explain the fundamental concepts of this expanding field.

## Introduction to Typography

Typography is the art of printing. While the mechanical reproduction of text may seem to be a science, the creative decisions necessary to lay out a page make typography an art. Over the years, the equipment needed to produce a page has changed from rows of metal typefaces on wooden blocks to high resolution imagesetters, but the fundamental principles have not changed.

It is necessary to understand exactly what text is and how it is handled in traditional typography, before learning the additional options available from desktop publishers and from PageStream.

### Text

The term *text* is used for printed characters and symbols regardless of their shape, style or size. Examples of text are letters, numbers, punctuation marks and special characters. What you are reading now is an example of text and so are the characters on the left. The most common characters are letters and numerals, but special characters have been created to provide a variety of symbols.

In typography, the basic shape or design of a character set is called its *typeface*. In the past, a character's form was carved out of a wooden block which was used as a mold for molten lead. The resulting metal block was called a *type*. Since one side of the block could now be inked and pressed against paper, the raised side of the type was called the typeface. The examples on the left demonstrate three different typefaces.

Text may also be entered in different sizes. Characters are measured in *points* and their size is often referred to as the *point size*. A point is equal to 1/72nd of an inch. Although any measurement unit may be used, points are the accepted measurement of type size.



hq

36 points

The point size of a character set is roughly measured from the top of the highest ascender of the set to the bottom of the lowest descender, plus enough space for readability. The characters you are reading now are 10 points, or about 1/7th of an inch. Note that none of the letters on this page are actually 1/7th of an inch high because none have both ascenders and descenders. The point size is a measurement of how much space is taken up by a character design.

In traditional typography, the typeface and point size of a character set are together referred to as the *font*. Thus, a font could be called Times 12 point or Garamond 18 point. Some desktop publishers retain the original meaning of font because each point size of a typeface requires a separate disk file, just as each font used to require a separate set of lead characters.

The term *font* is not used in the traditional sense in PageStream since one font file is used to create characters of any point size within a typeface. The word *font* is used for a complete character set design. It also encompasses the *style* because separate disk files exist for variations such as bold and italics.

While the *typeface* and *style* of text is the font, styles may also be *applied* to a font. Metal typefaces cannot be altered for italics and bold characters, so separate typefaces must be created. This is still the best method since italic typefaces are actually unique designs. However, PageStream can apply styles such as italics, bold, shadow, outline, underline and backslant to fonts.

shadow

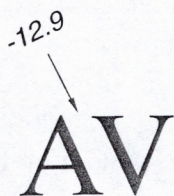
## ***Putting Characters Together***

PageStream offers several options for combining individual characters together in a line of text. One must consider the *character spacing*, *line spacing* and *justification*.

Character spacing is a generic term which actually refers to the *tracking* and  *Kerning* of text. Traditionally, tracking means the increase of space between characters and kerning refers to the removal of space. Since both can be accomplished with one command, the term *character spacing* is used for increasing and decreasing the character space. (Positive and negative character spacing.) *Kerning* is used to refer to the spacing between specific character pairs in a font.

tracking  
kerning





-12.9  
A V

Typefaces are defined so that the spacing will be suitable for most character combinations. However, some character pairs require more or less space between them. To overcome this problem, font designers have the option of defining the space to be inserted between certain character pairs to avoid undesirable gaps. This process is referred to as *kerning*. Common fonts such as Palatino have many character pairs defined. Fonts rarely used for body type may have only a few defined pairs. Specific occurrences of characters may also be kerned manually.

### ***Leading***

Word processors and typewriters offer single and double line spacing. Publishers do not refer to single or double spacing but to the *leading*, or the spacing between the baselines of lines of text. In traditional typography, strips of lead were inserted between rows of lead characters so that the bottom of one line would not touch the top of the next. The term *leading* (pronounced ledding) refers to the amount of space added between lines plus the size of the line.

PageStream supports two forms of leading. The leading may be a fixed amount, or it may vary automatically depending on the height of the largest point size in the line. Fixed leading is the standard method of specifying line spacing. For example, 10 point type with 12 point leading is referred to as 10/12 type, (pronounced as *10 on 12 type*). 10/12 type is equivalent to 2 points of auto line spacing.

### ***Justification***

Justification refers to the insertion of space between characters and/or words to achieve a smooth right margin. Text may be set flush against either margin, centered in a column or justified so that both margins are smooth.

If space is inserted only between words, it is referred to as *word justification*. If the space is added between individual characters it is called *character justification*. As well, an *auto justification* mode combines character and word justification.

Do not confuse justification with kerning which removes space between specific letter pairs. Kerning is used to improve the appearance of character pairs, not to change the type of margin.



## ***Text Formatting***

There are many ways to format text in a desktop publisher besides justification, character spacing and leading. PageStream also offers text raised above or below the baseline, indented text and indented or outdented paragraphs.

## ***Text Attributes and PageStream***

PageStream integrates many traditional typographic concepts. These are divided into five groups of text attributes in PageStream: font, size, style, formatting and effects. *Font* refers to the typeface and defined style, *size* is the point size of the type and *style* is the applied style(s). *Formatting* refers to the justification, leading, character spacing, baseline offset, paragraph indentation and paragraph formatting of text, and *effects* are the color and fill style of text.

## **Page Composition**

A page is made up of *elements*. An element may be a picture, a box, a text column or a title. Everything on a page is an element. The manner in which elements are placed on a page is referred to as the *layout*. While elements may be placed anywhere on a page, laying out a page professionally is an acquired skill.

## ***Layout Tools***

PageStream provides the user with several design tools to aid in laying out a page. These are the *rulers*, the *guides* and the background *grid*. Rulers are superimposed across the top and left hand side of the active document window. As the mouse moves within the page boundaries, its X and Y positions are represented by moving marks on the rulers.

Guides are non-printing horizontal and vertical lines which span the document page. They are used for aligning page elements. The user does not have to manually align elements but only has to activate the guides to snap nearby elements to them when the elements are created, moved or sized. The background grid is a user defined grid of non-printing horizontal and vertical dotted lines, much like a piece of graph paper. The grid can snap nearby page elements into X and Y alignment when the elements are created, moved or sized.



### ***Page Elements***

*Text columns* are the most common elements placed on a page. A column is a defined area in which text may be entered. Columns typically run from the top to the bottom of a page. Columns may be any size and multiple columns may be put anywhere on a page.

Columns can be linked so that text flows from one to another. Links can be across any number of pages in a document. For example, a column on page 1 can be continued on page 6. This is referred to as *text routing*.

Text can also be used outside of columns for titles, headers and footers. These are *text objects* and can be assigned attributes just like text in a column. Columns are used for the body of a document while text objects are used for peripheral text needs.

*Graphic images* are also used in documents. There are two types: *bitmap pictures* and *object drawings*. Bitmap pictures must be imported from an outside source and are typically used for illustrations. Bitmap pictures are created with paint programs such as TouchUp, Retouche and MVG, and with scanners and digitizers. Object drawings may be imported or may be created with the drawing tools. Object drawings are made up of lines, boxes, arcs and circles. Drawing programs, such as Easy Draw, are used to create object graphics.

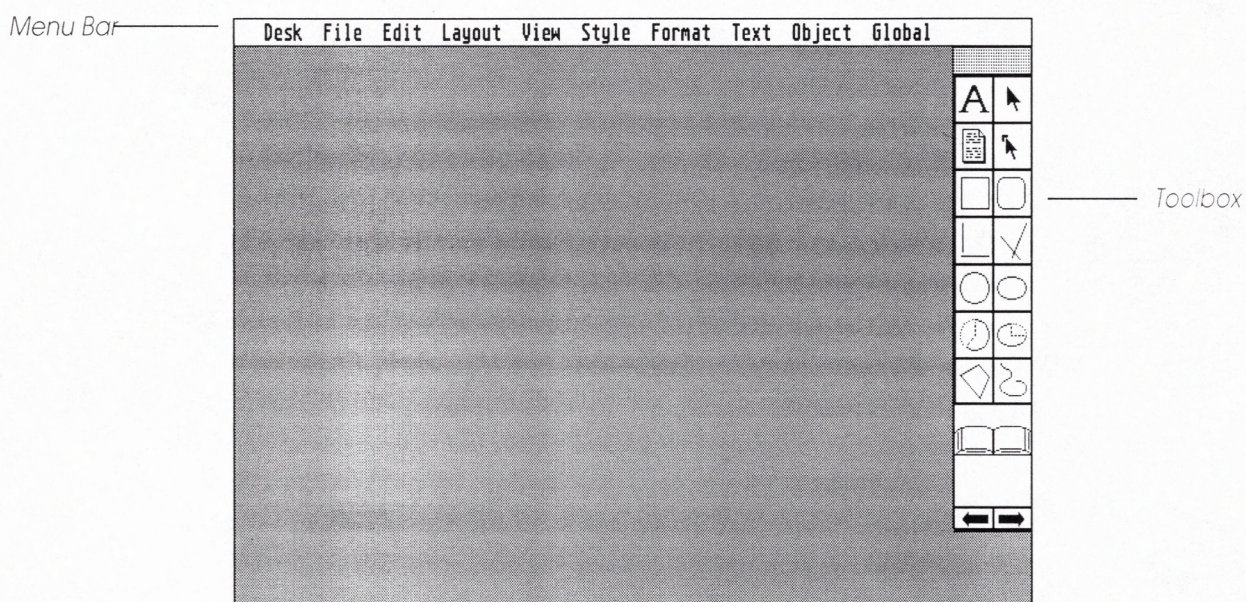


# The PageStream Screen

## Starting PageStream

To start PageStream from the Desktop, open the folder or disk directory where PageStream is stored and double click on its icon or name. You must set the screen resolution before running PageStream. See your computer manual for more information on the available resolutions. PageStream works best in ST/STe high resolution (640x400) or sharper.

## Menus

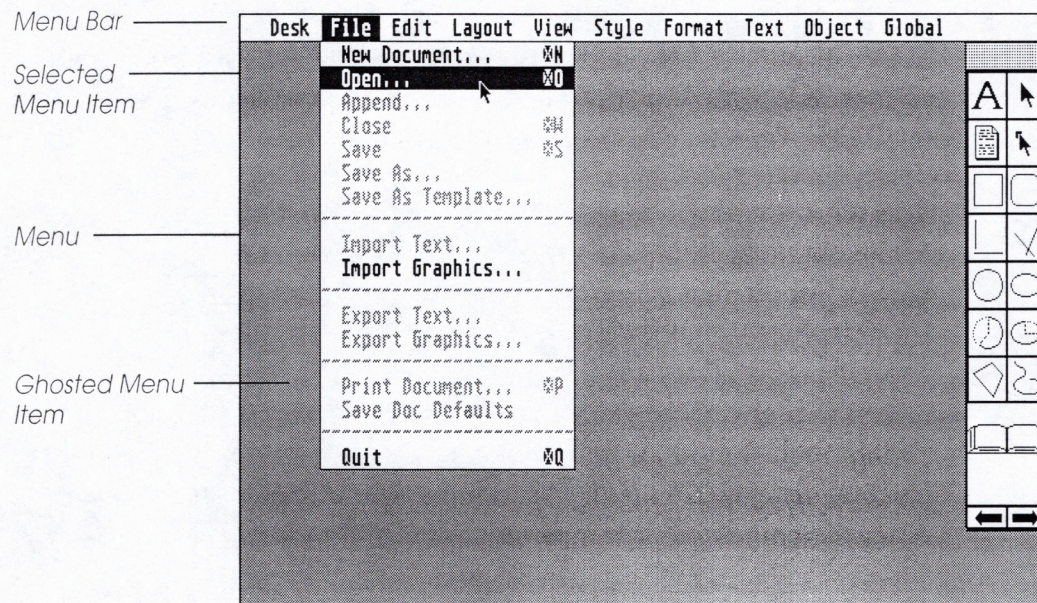


After loading PageStream, the main PageStream screen will appear. Across the top is the menu bar and on the right is the toolbox. The menu bar contains menu headings from which you choose commands to instruct PageStream.

As you touch each of the menu headings with the mouse pointer, a drop down menu of commands will automatically appear. Menu items shown in solid letters can be used immediately. Those ghosted in gray are not available in the current program mode.

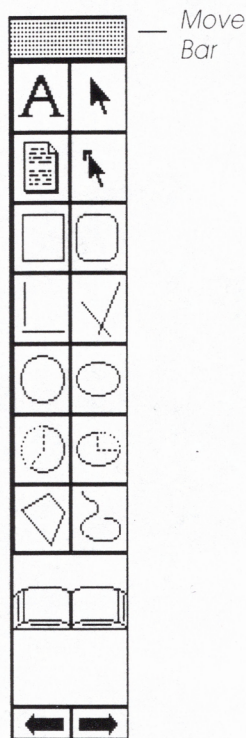


To select a menu item, move the mouse pointer over a menu command until it is highlighted. Click the left mouse button once to select the menu command. To close a menu without making a selection, click the mouse button when no menu commands are selected. See your computer manual for more information on menu command selection.





## Toolbox



On the right side of the screen is the toolbox which contains a selection of icons, or tools, which you use to draw and edit your document. The toolbox has a Move bar at the top of the icons. The Move bar can be dragged with the left mouse button to move the toolbox anywhere on the screen. The toolbox may be placed inside or outside document windows.

Tools are selected by clicking on a tool with the left mouse button. Tools may only be selected when a document window is open. Selecting a tool will automatically deselect the tool in use.

The selection of tools will limit the menu commands which can be executed. Menu commands unavailable due to the tool in use will be ghosted. For example, Import Text is unavailable when the Pointer Tool is selected and Edit Coordinates is ghosted when the Text Tool is selected.

A tool will always be selected when a document window is open, except if certain menu commands are chosen. For example, if you choose Set Text Routing or try to Paste an object, all tools will be temporarily deselected. After the command is completed, the tool previously used will be reselected.

### Pointer Tool



The Pointer Tool changes the mouseform to a pointer and is used to select page elements. Size handles will appear around selected elements. Elements may be moved, resized, filled, reshaped, rotated or manipulated in a variety of other ways with the Pointer Tool.

### Text Tool



The Text Tool is used to enter and edit text. The mouseform will change to an I-beam cursor which is used for highlighting text, creating text objects and for placing the text cursor in text columns and text objects. Text may be imported or entered from the keyboard into columns and text objects with the Text Tool selected.

### Column Tool



The Column Tool is used to draw text columns for holding text. The mouseform will change to a crosshair for accurate drawing.

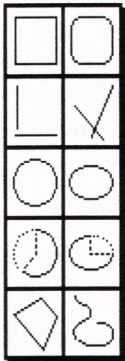


## Reshape Tool



The Reshape Tool is used to change the shape of polygons, polylines and Bézier curves. The mouseform will change to a pointer and size handles will appear at the vertices of the elements and curve handles will appear to modify the curvature of Bézier curves. Elements other than polygons, polylines and Bézier curves may be manipulated as if the Pointer Tool were selected.

## Drawing Tools

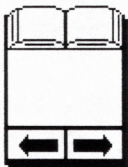


The Drawing Tools are used to quickly draw square and round cornered rectangles, lines, circles, ellipses, circular arcs, elliptical arcs, polygons, polylines, Bézier curves and freehand objects.

Graphic elements created with the drawing tools are equivalent to imported object drawings such as those created by Easy Draw.

The mouseform will change to a crosshair for all the Drawing Tools. Multiple shapes may be drawn without reselecting a Drawing Tool.

## Page Change Tools



The Page Change Tools are used to change pages in a document and to view master pages. The arrow icons are used to move forward and backward one page at a time. If the left arrow icon is selected while Shift is held down, PageStream will change to the first page containing an element. If the right page icon is selected with Shift, PageStream will move to the last page with an element.

The book page icons move to the master page(s). The page number indicator displays the current page number and is used to move to any page in a document. It can also be used in conjunction with Shift to move to the last page viewed.



# Starting a New Document

To start a new document select New Document from the File menu. This opens a dialog box to specify the page size and layout. The layout options are single or double sided pages and horizontal or vertical orientation.

❖ Click on a radio button beside a predefined option with the left mouse button to select the option.

Text fields are places to enter numbers or characters. You can click the mouse on the text field to change or use the vertical arrow keys to switch text fields. The horizontal arrow keys are used to move within a field. The ESC key will clear a text field entirely.

Page Size

☐ Letter - 8.5" x 11"

☐ Legal - 8.5" x 14"

☐ Manual - 5.5" x 8.5"

☐ Tabloid - 11" x 17"

☐ Index Card - 5" x 3"

☐ Business Card - 3.5" x 2"

A3 Size - 297mm x 420mm

A4 Size - 210mm x 297mm

A5 Size - 148mm x 210mm

B4 Size - 256mm x 364mm

B5 Size - 182mm x 257mm

☒ User -  x

☒ Single Sided Document

☐ Double Sided Document

Page Orientation

☒ Portrait (vertical)

☐ Landscape (horizontal)

OK

Cancel

You may select from eleven predefined page sizes or enter your own dimensions. Make your choice by clicking the mouse pointer on the radio button to the left of your selection.

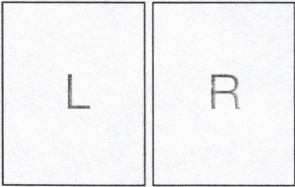
To enter a different page size, type the horizontal and vertical measurements into the two text fields. The allowable page sizes range from 1 x 1 inch to 1200 x 1200 feet. If you do not include a unit abbreviation (mm, pt, in...) the measuring system in use will be assumed.

- ❖ Do not confuse “page size” and “paper size”. The physical paper size is set in the Configure Printer dialog box. The page size can be larger or smaller than the paper size. If the page is larger than the paper, reduce the scale when printing or select tiling (using more than one sheet to print a page).
- ❖ The page size (and bleed size) of the document may be changed at any time with the Set Page Dimensions command from the Layout menu.

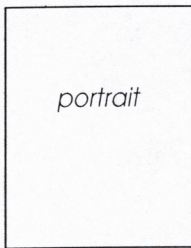
## Double Sided Documents

Double sided documents have separate left and right master pages for book-style formats. Single sided documents have one master page.

- ❖ Odd pages of double sided documents are always right hand pages.



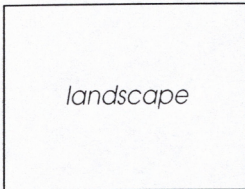




### ***Page Orientation***

Normal vertical page orientation is called *portrait* (vertical). PageStream also allows *landscape* (horizontal) layouts. PageStream will print sideways for landscape pages.

❖ All the pages in a document will be the same size and orientation.



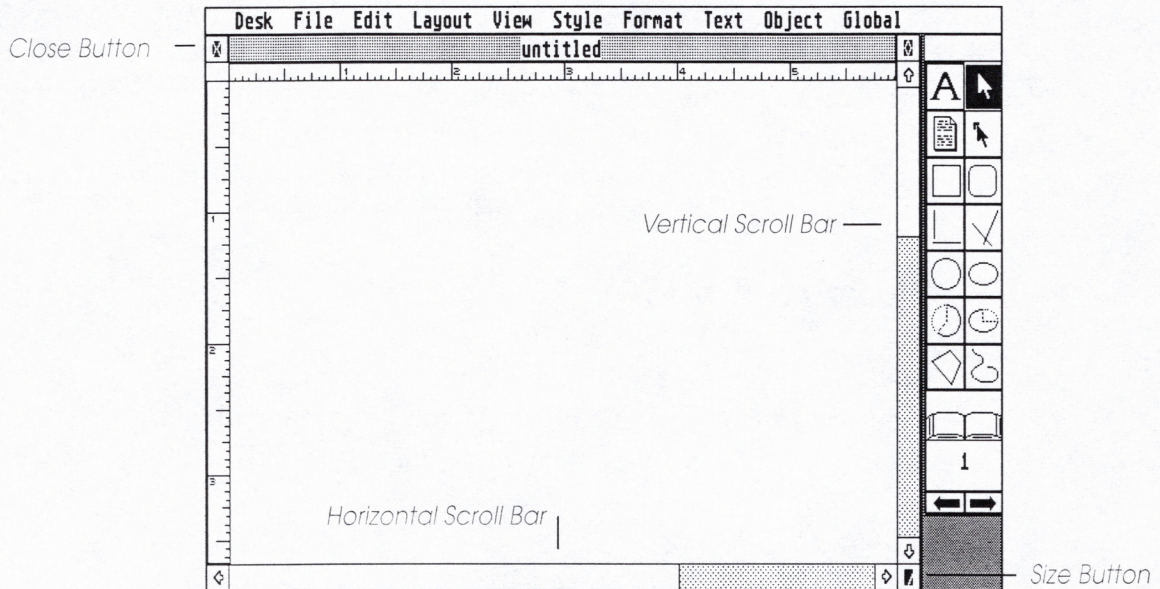
In summary, the steps to create a new document are:

1. Select New Document from the File menu.
2. Select the page size.  
*Click on a radio button or enter the size in the text field.*
3. Select Single Sided or Double Sided Document.
4. Select Portrait (vertical) or Landscape (horizontal) orientation.
5. Click on OK to create the new document.



## Document Windows

PageStream has a multi-document screen with multiple GEM windows. Each document has its own window which can be moved, sized, scrolled and viewed independently. Up to six windows may be open provided there is enough memory available. Windows are opened when you start a new document or open one previously saved. Separate windows can be used to cut and paste page elements between documents.



### Resizing Windows

When first opened, a document window will take up about 80% of the display area on a standard monitor. You can adjust the window size by dragging the Size button at the lower right hand corner of the window frame with the mouse pointer. The window outline will follow the pointer as you drag the Size button. When the window is the right size, release the mouse button.

- ❖ Note that the mouseform changes to a pointer automatically whenever the mouse exits the active document window. The pointer is the standard mouseform for all operating system functions.

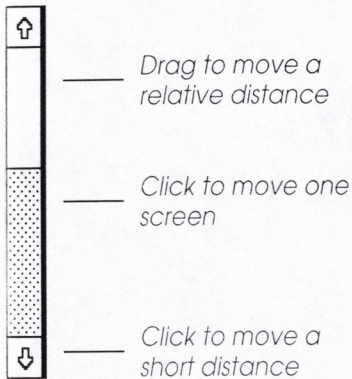


## Moving Windows

Windows may be moved around the display area and may overlap. To move a window, drag the menu bar with the left mouse button and it will follow the mouse pointer around the screen. Release the mouse button to freeze the window in its new position.

## Moving Around Windows

Scroll bars are located along the right and bottom of each window. They are used to view areas of the document cut off by the window edges. The vertical bar is used to scroll the window vertically and the horizontal bar is used for horizontal scrolling. Drag a scroll bar to a new position to scroll the visible area of the document a relative distance. You may also click the left mouse button in the scroll box to move the window to that location or click on the arrow icons to scroll the window a short distance.



## Closing a Window

To close the active window, click on the close button in the upper-left corner or use Close from the File menu. If you have made changes to its contents and have not saved the document, a dialog box will ask for verification.

## Smart Titles

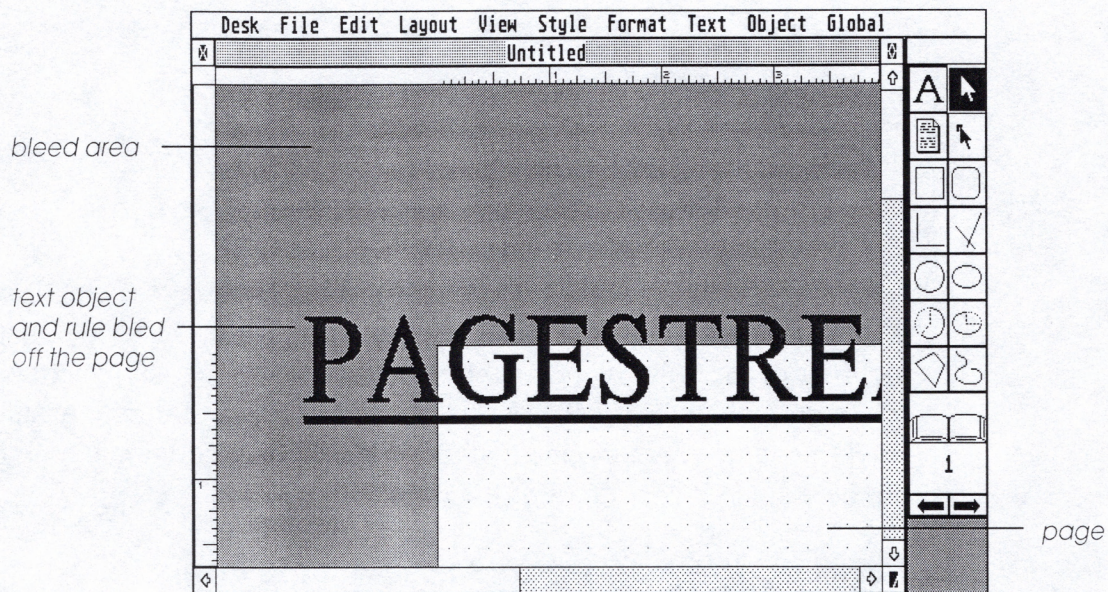
PageStream keeps track of the saved status of open documents. This is reflected in the title bar of each window. If the title is entirely lower case then there have been no changes since it was last saved or loaded. When you alter a document, the first alphabetic character of the title will be capitalized.

article.doc  
Article.doc



## The Workspace

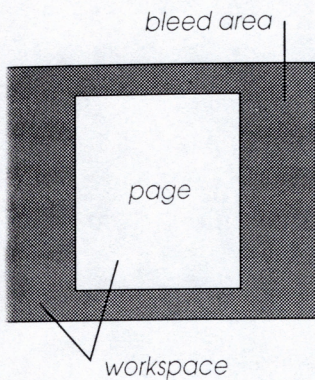
When a document is started, the workspace is the same size as the page. PageStream is capable of using a larger area for your work. The area outside of the page is called the *bleed area* because objects may be bled onto it from the page. The page and bleed area are together referred to as the *workspace*.



The bleed area is an extension of the page and can be used as a pasteboard. Elements can be created on it or moved to it for storage. The bleed area is unique to each page, so elements stored on the bleed of a page cannot be accessed from other pages. Elements can also overlap the page/bleed area boundary so that only parts of elements or text are printed.

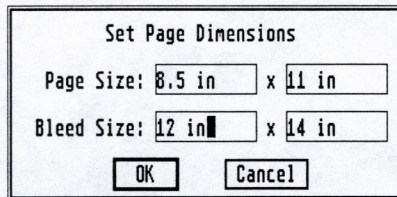
If a bleed area has been defined and crop and registration marks are used, PageStream will print 0.5 inches of the bleed area surrounding the page. This can be trimmed using the crop marks as a guide. If crop and registration marks are not used, the bleed area will not be printed.





## Creating a Bleed Area

The bleed area is initially set to the same size as the page for each document so it is not visible. To increase its size, select Set Page Dimensions from the Layout menu and define the horizontal and vertical extents of the bleed area. For example, if the page is 8.5"x11" and you set the bleed area to 12.5"x13", the visible area will be 2 inches at the top and bottom of the page and 1 inch at the left and right. The bleed area is divided equally between the sides.



After changing the bleed area in the Set Page Dimensions dialog box and clicking on the OK button, PageStream will redraw the screen so that the top left corner of the window is the top left corner of the actual page. Use the scroll bars to view the bleed area. It will appear as a solid gray pasteboard behind the white page. Notice that the ruler markings do not extend to the bleed area since it is not part of the page.

## Changing the Page and Bleed Area Dimensions

To change the page size or bleed area, select Set Page Dimensions from the Layout menu. If you downsize the page or bleed area so that objects are no longer in the workspace they will remain out of the workspace until you enlarge the page or bleed area. If you make the bleed area smaller than the page, PageStream will change the bleed area to the same size as the page.

## Viewing the Workspace

PageStream windows can be viewed at different magnifications so that you can examine the entire layout of a page at a glance or a section of a page in close detail. Each open window may be viewed at a separate magnification. Viewing resolutions are selected from the View menu.

- ❖ When the Save Doc Defaults command is selected, the view magnification in use will be saved as the default.



## Show Actual Size

The Show Actual Size command will display the current page at actual size (100%). This is the standard mode for document creation and editing. Text is rendered in true WYSIWYG, or *What You See Is What You Get*.

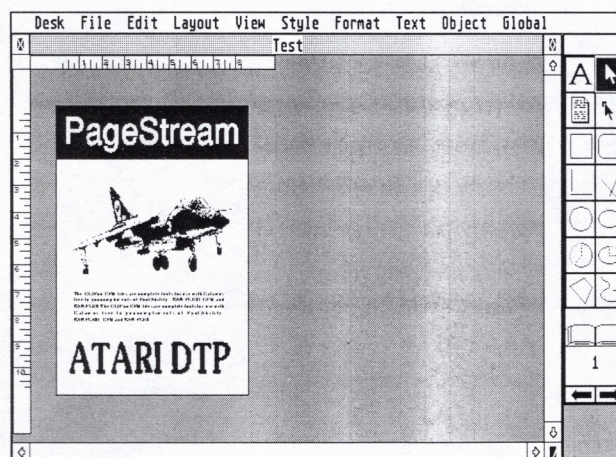


❖ Actual Size view of an 8.5" x 11" page with a portion of the bleed area shown. Note that the entire page cannot be viewed at once in Actual Size if the page is larger than the physical screen size. The scroll bars must be used to view other sections of the page and the bleed area.

## Show Full Page

This option displays the entire work space (the page and bleed area) in the open document window. While text on the page may not be readable due to the low screen resolution, it will demonstrate the overall layout. You can edit the page in this view but for better accuracy you may wish to use a greater magnification.

❖ If the window is wider than the workspace, the empty area will be filled with gray, like the bleed area. If the rulers are active, they will not extend into this space since it cannot be used for editing page elements.



❖ Show Full Page is useful for monitoring the entire page layout. This mode allows you to see the whole page in the document window.



### **Show Facing Pages**

This command displays two pages side by side in the active document window with their bleed areas. Show Facing Pages is useful for ensuring that the layouts of two page spreads are balanced. If the rulers are active, they will be shown for both pages. Only the left page may be edited in Show Facing Pages; the right page is for comparison only.

- ❖ You can display two discontinuous pages (ie: pages 4 and 9) by holding down a Shift key while selecting Show Facing Pages and entering the page numbers of the left and right pages into the dialog box.

### **Show Full Width**

This displays the full width of the current page without the bleed area. It is useful for typing text into a column which is wider than the window in actual size because it avoids frequent screen redraws.

### **Show 50% / Show 25%**

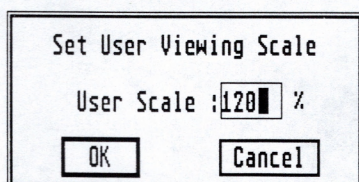
This selection will display the current page and bleed area at 50% of its actual size. If a Shift key is held down while the command is selected, the page will be displayed at 25% of its actual size.

### **Show 200% / Show 400%**

This selection displays the current page and bleed area at twice actual size. If a Shift key is held down while the command is selected, the page will be displayed at 400% of its actual size.

### **Show/Set User Scale**

If the preset magnifications do not meet your needs, you can use Show/Set User Scale to enter a magnification as a percentage of the workspace. Allowed values are 15 to 1500% of actual size. A dialog box will open in which the desired magnification may be entered.





- ❖ If Shift is held down while the command is selected, the last entered user scale will be automatically displayed.

## **Variable Zoom**

Variable Zoom allows you to show an enlarged view of a section of the page. The area to magnify is defined by using the mouse and can be enlarged up to 1500% of actual size. This command may be repeatedly used to zoom in on specific details for greater accuracy. The steps to use Variable Zoom are:

1. Select Variable Zoom from the View menu.
2. Position the mouse pointer.  
*Place the mouse pointer over the center of the section you wish to enlarge.*
3. Drag the mouse.  
*Hold down the left mouse button and drag the pointer away from the center point. You will see an expanding zoom box appear on the screen which defines the enlargement area.*
4. Release the mouse button.  
*Release the mouse button when the zoom box covers the desired area. The selected section will be enlarged to fill the current document window.*

Select an alternate View option to exit the zoom magnification or reselect Variable Zoom for further magnification.

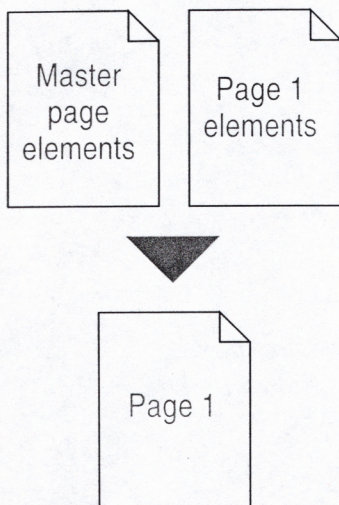
- ❖ If Shift is held down while the Variable Zoom command is selected, the last defined zoom magnification will be displayed.



## Document Pages

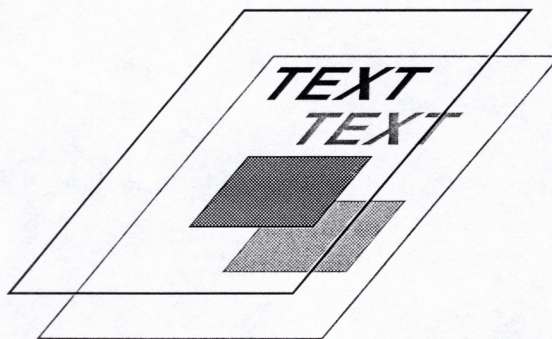
PageStream documents can have up to 1024 pages. While only one page may be edited at once, any page in a document may be viewed at any time. Pages can be inserted, deleted or moved to reorder a document. In addition to regular pages, each document has a master page which is used for elements common to each page. Double sided documents have separate left and right master pages.

### Master Pages



A *master page* holds information which will be repeated on all pages of a document. Some typical examples are headers, footers, graphic rules and page numbers. However, anything which can be placed on a normal page can be put on a master page.

Think of a master page as a piece of paper over which you will lay onionskin pages; the master page will show through each page. Since the objects on the master page are not on the top page, you will not be able to edit them while viewing a normal page. The master page objects will be visible and can appear on top of objects of the normal page, depending on object order.



The master page is referred to as page M. If the document is double sided, the left master page is named LM and the right master page RM. The master pages may be viewed and edited in the same manner as normal pages. Normal pages default to a visible master page, but the master page option may be deselected for individual pages with non-standard layouts.

- ❖ Do not put text columns on master pages with the intention to fill them with different text on each page because they may only be edited on the master page.



## Show Master Page Toggle

The Show Master Page command from the Layout menu is used to toggle on and off the master page display for each individual page. When the command is active for the current page, a checkmark will be placed to the left of it in the Layout menu.

When the Show Master Page feature is on, the contents of the master page will be visible on a normal page. When the Show Master Page toggle is off, the contents of the master page will not be visible on a normal page and will not be printed. The Show Master Page toggle is set independently for each page. The default is always on.

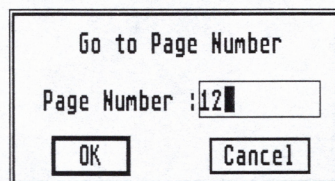
## Changing Pages

At the bottom of the toolbox are tools for switching pages in a document. The tools are: left and right arrows, page number and book page icons.

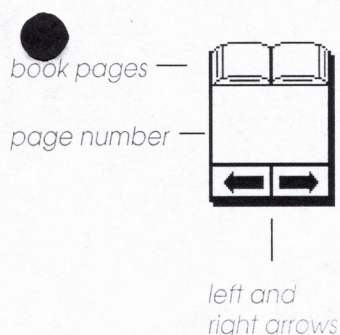
The number displayed underneath the book page icons is the number of the visible page of the active document window. The left and right arrow icons are used to move one page left and one page right within a document. To use these icons just click on them with the left mouse button.

- ❖ If Shift is held down while clicking on the left arrow icon, PageStream will move to the first page with an element on it. If Shift is held down while clicking on the right arrow icon, PageStream will move to the last page with an element on it.

If you click the mouse on the page number icon or in the surrounding space, a dialog box will open asking which page you want to view. Enter the number in the text field and click on OK with the mouse. The default page is always the starting page number.



- ❖ If Shift is held down while clicking on the page number icon, the previously viewed page will be displayed. This is a quick way to flip between pages.





The book page icons are used to move to the master pages. If you click the left mouse button on the left book page the left master page will be displayed and LM will appear in the page indicator. The right master page will be displayed if you click on the right book page and RM will appear in the page indicator. Clicking on either book page icon for single sided documents will move to the single master page and M will be indicated.

❖ Note that clicking on either arrow icon while viewing the left or right master page will display the first page in the document.

### Rulers

PageStream provides optional rulers to make page layout easier. The rulers are placed at the left and top sides of the active document window. As the mouse is moved about the workspace, *hash marks* will move along the rulers to show the current mouse coordinates. This helps you to line up text, columns and graphics with respect to the page dimensions. The Edit Coordinates command from the Object menu should be used for accurate object measurements and placement.

#### *Show Rulers Toggle*

The rulers can be toggled off with the Show Rulers command from the View menu. When the Show Rulers toggle is active, a checkmark will appear next to the command in the View menu. When the Show Rulers command is active, the rulers will appear with the measurement system that was selected in the Measuring System dialog box.

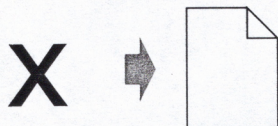
### Screen Redraws

PageStream will constantly attempt to maintain a WYSIWYG screen representation and will always reformat the document automatically after changes have been made. However, it is possible for the user to be occasionally faced with a confusing screen display after complicated editing changes. The document will always be reformatted for the changes but sometimes the screen display will not be fully redrawn. If this situation should ever occur, a complete screen redraw can be manually forced by the key sequence Esc U or by clicking on one of the scroll bars.



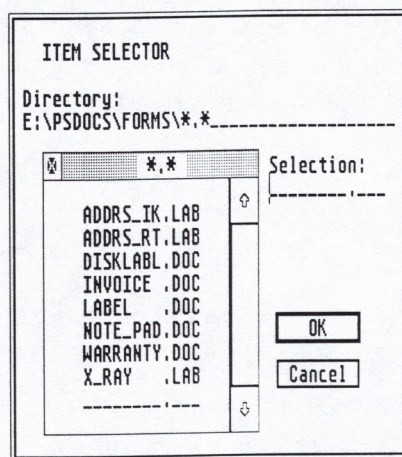
## Managing PageStream Files

### Opening a Saved Document



Documents saved to disk are loaded with the Open command from the File menu. PageStream will open a window to display the document. Up to six document windows may be open at once.

The Open command opens a file selector to select the file to load. Select the name of the file with the left mouse button and then click on OK.

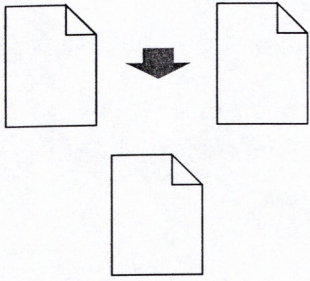


PageStream uses the standard GEM file selector. The one pictured above is one used by TOS 1.0 and 1.2. If you have TOS 1.4, an Atari STe or an Atari TT, the file selector will have additional options. If you have replaced the standard file selector with a customized selector such as Universal Item Selector, PageStream will use the replacement.

- ❖ Only PageStream document files may be opened. PageStream 2 documents may not be opened in earlier versions of the program. PageStream 1 documents may be imported with the Open command. They will be converted to PageStream 2 format when saved.
- ❖ Files saved as templates can be loaded with the Open command in the same manner as other documents. They will be untitled after opening to prevent writing over the original template.



## Merging Documents



The Append command from the File menu is used to merge a document file into another document. The first file must already be open and the window active. When the command is chosen a file selector will appear to select the second document. The second file will be appended to the first; page one of the second file will immediately follow the last page of the first file.

The master pages of the documents will be combined for the merged document. If the two files both have master page elements, the second files' elements will be layered on top of the first files' elements.

If the two documents' workspaces are not the same size horizontally and vertically, the merged document will take on the larger size in each dimension. If either document is double sided, the merged file will be double sided.

The steps to append a file are:

1. Open the first file.

*Use the Open command to open the first file.*

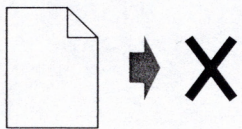
2. Append the second file.

*Select the Append command from the File menu. A file selector will appear. Select the file to be appended from the file list. The file will be appended.*

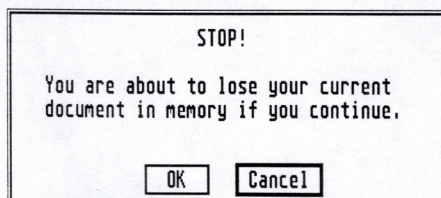
3. Modify the merged file.

*Check the master page(s) to ensure that elements are not duplicated on the combined page.*

## Closing a Document

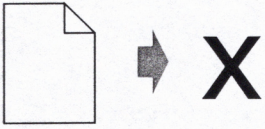


The Close command from the File menu is used to close an active document window without saving it. If the document has been altered since the last time it was saved, a dialog box will appear to verify the command. Document windows may also be closed by clicking on the Close button in the upper left corner of the active window.





## Saving a Document



Before you quit PageStream, you should save your document on a floppy disk or hard drive so that you can re-open it at a later time. The **Save** command from the **File** menu is used to save the active document to disk. If the document has been previously saved, PageStream will request verification that you want to overwrite the existing file. Select **Replace** from the dialog box to re-save the file. If the document has not been altered since it was last saved, PageStream will not re-save the file.

If the document has not yet been named, PageStream will open a file selector to enter the file path and name. Select the path using the left mouse button and type in the name. Click on **OK** to save the file.

To save a file under a different name, select the **Save As...** command from the **File** menu. This command will open a file selector to enter a new name and path before saving the file. The original file will be the default file to save in the file selector.



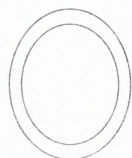
# UnderStanding PageStream

Before you can use PageStream 2 to its full extent, or optimize your system, you must understand PageStream's font system. Desktop publishing fonts are simply mathematical descriptions of printed typefaces. Most fonts contain letters, numbers and typographic symbols.

f © n T s 1 2 3 ❖ ■ •

Unfortunately, fonts are not made in only one format. Desktop publisher software can be based on a unique font format or an industry standard. Early versions of PageStream used a proprietary font format. PageStream 2 continues to use these fonts and two major standards: AGFA Compugraphic Intellifonts and Adobe PostScript Type 1 and Type 3 fonts. You do not need to read this section to use PageStream, but before you purchase additional fonts or optimize your font setup, you should be familiar with the font formats used by PageStream.

## Types of Fonts

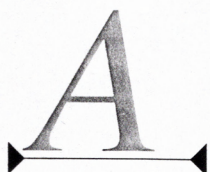


There are two types of fonts in use today: *outline vector* fonts and *bitmap* fonts. *Outline* fonts are defined as points, lines and arcs. They can be scaled to any size without loss of resolution, so they are suitable for any type of printer. Until recently, they have not been used for screen representations because of the computing time required to display them.



*Bitmap* fonts are defined as an array of dots for a particular size. They cannot be scaled, italicized or made bold without loss of detail. Bitmaps are not popular in desktop publishing because of the large files required and because of their lack of flexibility. However, low resolution bitmap fonts are often used to represent outline fonts on screen for faster representation.

Some outline fonts are *hinted* to improve their appearance at small sizes and low resolutions. Rounding errors can sometimes make outline fonts appear uneven. Hints adjust the character data for type size and printer resolution.



Several types of disk files are used in each font system. Soft-Logik, PostScript and Compugraphic fonts require outline font files. Soft-Logik and PostScript Type 1 fonts use *font metric* files which contain the character kerning and spacing, as well as optional bitmap fonts for fast screen displays.



## Soft-Logik Fonts

PageStream's proprietary font system uses *Soft-Logik Fonts*. These are non-hinted, outline fonts with bitmap representations. Soft-Logik fonts use both outline and bitmap files to overcome their individual limitations.

For each font or typeface, both PageStream font file types are normally available. You do not need to use both; PageStream can use outline or bitmap fonts for display on the screen and for output to the printer. If both are used PageStream will decide which should be used for each case. PageStream will use outline fonts on screen above 24 pixels (screen points) and bitmap fonts at and below 24 pixels. For printed output, outlines will always be used except at small point sizes where bitmaps are more accurate.

The actual mechanics of PageStream fonts are transparent to the user but are important for deciding which font files to put in the font drawer. Soft-Logik fonts have four types of files: outline, bitmap, font metric and PostScript header files.

PageStream outline font files are not absolutely necessary, but are strongly recommended because the low resolution bitmap files are inadequate for printing. These files normally have DMF file extensions, (short for Dot Matrix Font because of their original use in PageStream.) All users should have DMF files regardless of printer type, except for fonts resident to PostScript printers.

PageStream bitmap files are available in various sizes. The first two characters of the file extension is the size. Some fonts have many sizes which are unnecessary with PageStream 2. The 12 and 24 pixel files should be used if available. Other sizes up to 24 may be added if disk space is not critical.

Each PageStream font has at least one font metric file. These normally have FM (Font Metric) file extensions and contain character widths and kerning pair definitions. (Information to improve the spacing of characters). Additional font metric files exist for styles or weights of some body text fonts.

PostScript compatible printers usually have 35 fonts resident in the printer. The *PageStream Fonts Plus Pak* has equivalent font files for screen display and non-PostScript printing. PostScript header files included in this package are used to inform PageStream that they are internal fonts. These files normally have PSF (PostScript font) file extensions.



Fonts produced for PageStream 1 have PS and PSF files which are no longer required. PageStream 2 generates the required information internally. Only fonts resident in a PostScript printer now require PSF header files. PS and PSF files should not be used with three exceptions.

- PostScript fonts internal to the printer require PSF files, such as those included with the *PageStream Fonts Plus Pack*, sold separately.
- The three Compugraphic fonts shipped with PageStream 2 require PSF files for PostScript printing. These are included.
- The Garamond Compugraphic font has a PS file which is required for PostScript printing. This is included.

Eight Soft-Logik fonts are included with PageStream 2. They are:

**Colombia**  
University Roman  
Letter Gothic  
**Saturn**

**Tom Hudson**  
*g h i j k l m n o p q r s t u v w x y z*  
**Oriental**  
**ARTISTIC**

### Compugraphic Fonts

PageStream 2 can use AGFA Compugraphic Intellifont compatible fonts. Compugraphic typefaces are hinted outline fonts and are the primary font system for users of non-PostScript printers. They are high quality designs which print exceptionally well on all types of printers.

Compugraphic fonts have one file per style and weight; the outline and font metric information is stored in the same file. There are no bitmap representations thus outlines are used on screen at all sizes.

- ❖ AGFA Compugraphic has produced two versions of some fonts. These may be differentiated by the CG and CS font name prefixes. CS fonts have character widths identical to their PostScript counterparts. CG files have slightly different widths. Only CS type fonts are included with PageStream.
- ❖ Compugraphic fonts are not normally compatible with PostScript printers. PostScript users should ask for PostScript Type 1 typefaces when purchasing additional fonts. However, the Compugraphic fonts included with PageStream will print to PostScript because equivalent files are included for use with PostScript printers.



Three families of Compugraphic fonts are included with PageStream 2 for the Atari. They are:

CS Times  
**CS Times Bold**  
*CS Times Italic*  
***CS Times Bold Italic***

Garamond Antiqua  
**Garamond Halbfett**  
*Garamond Kursiv*  
***Garamond Kursiv Halbfett***

CS Triumvirate  
**CS Triumvirate Bold**

Only the base font, ie: CS Times or Garamond Antiqua, appears in the font dialog box. The style variations can be selected from the style selector or the style menu. Garamond does not have a CS designation because it is not included with most PostScript printers. Garamond's style variation names reflect its German heritage. *Halbfett* means bold and *Kursiv* means italic.

- ❖ PageStream uses AGFA Compugraphic Bullet technology which is a faster version of the Intellifont standard and is fully compatible with Intellifonts.
- ❖ Compugraphic fonts sold separately by AGFA and may be used with PageStream, but not those bundled with other programs. ISD's Calamus desktop publishing program for the Atari uses an earlier version of Compugraphic technology and a different font file format so ISD fonts may not be used.
- ❖ Each Compugraphic font included with PageStream has a PSF header file. For CS Times and CS Triumvirate, this informs PageStream that the font is internal to PostScript printers. For Garamond, this informs the PostScript printer that PageStream will download the Garamond PS data file.
- ❖ Triumvirate is the Compugraphic equivalent of Helvetica.



## PostScript Fonts

### *Type 1 Fonts*

PostScript Type 1 fonts are hinted outline vector fonts designed for PostScript compatible printers and imagesetters. PostScript is a page description language which informs the printer how to print the page. PageStream permits the use of PostScript Type 1 fonts on all printers by interpreting the fonts for non-PostScript printers.

PostScript fonts have three types of files. AFM files (Adobe Font Metric) contain the character width and spacing data. PFB files (Printer Font Binary) contain the actual font outlines and are required for fonts not resident in PostScript printers. Some PostScript fonts also have ABF files (Adobe Binary Font) which are low resolution bitmap screen fonts.

If the font is resident in your printer, or that of your service bureau's imagesetter, then you need only place the corresponding AFM file in your font folder. PageStream will display these fonts with a generic sans serif bitmap font because the font outline data is contained in the printer and is not available to PageStream. If ABF bitmaps are used, they will be displayed on screen. If they are unavailable a generic bitmap will be substituted.

If the PostScript font is to be downloaded to a PostScript printer, or if you plan to use the font with a non-PostScript printer, you will also need the PFB file which contains the PostScript font outline. The outline files cannot be used without the AFM files. PageStream will display the outline font on screen at all sizes unless Adobe bitmaps are used for sizes up to 24 pixels.

- ❖ AFM files for Adobe fonts internal to PostScript printers and imagesetters are available free from Adobe on major online networks. Contact your service bureau if you need files corresponding to their printer fonts.
- ❖ In general, Type 1 fonts will print better on a PostScript printer than on a non-PostScript printer of the same resolution. Type 1 fonts are printed unhinted to non-PostScript printers because the hints require a PostScript printer's interpreter. Type 1 fonts are displayed on screen without hints.
- ❖ The first time a PostScript Type 1 font is used in a document PageStream will take a few seconds to load it and convert the data, depending on the speed of your Atari.



## **Type 3 Fonts**

PostScript Type 3 fonts are similar to Type 1 fonts but are unhinted and use only one data file. Type 3 fonts cannot be rendered as outlines on screen and use a generic sans serif bitmap font. PageStream can only print Type 3 fonts to PostScript compatible printers.

- ❖ Only PostScript Type 1 and 3 fonts sold on MS-DOS, Atari and Amiga format disks may be used directly with PageStream. Macintosh fonts use a different format and must be converted first with a utility supplied with PageStream. See the READ.ME file on the program disk for details.

## **Technical Notes**

Font quality, content and variations differ markedly between type houses and font types. Some firms sell fonts with limited character sets and others do not define many kerning pairs. Before purchasing a font you should request a printed sample to ensure it meets your expectations.

Fonts may seem complex because of the wide variety of choices. Each type of font uses different disk files and has certain advantages and limitations. Beginners should use the included files without considering the implications of each type. More advanced users may want to examine the files they use in more detail.

There are additional files on the distribution disks necessary for using the Compugraphic fonts. These are the FONTEQUIV.V2, FONTSS.V2 and PLUGIN.TYP files. The PLUGIN.TYP (typebucket) file contains characters common to each Compugraphic font. The FONTSS.V2 file is a symbol set which defines which Compugraphic characters to use. FONTEQUIV.V2 makes the included Compugraphic fonts and the Compugraphic versions of the standard 35 PostScript fonts equivalent to their PageStream cousins. This is how PageStream prints Compugraphic fonts to PostScript printers.

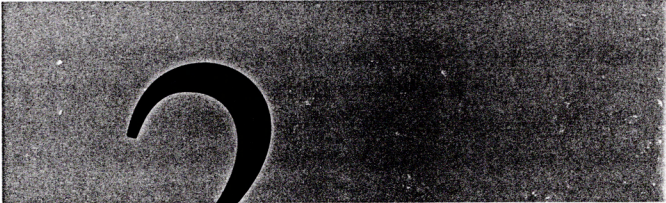
The font equivalent, symbol set and typebucket files are required for all users. FONTEQUIV.V2 and FONTSS.V2 files must be stored in the path defined for fonts in *Set/Save Paths*. The PLUGIN.TYP file is stored in a typebucket folder on the distribution disks. The typebucket folder must be added with the font manager in the same manner as other fonts because a typebucket is a font file. As long as these three files are in paths defined in the font manager, they may be stored anywhere on your drives.



The *PageStream Fonts Plus Pack* is recommended for all users. It contains Soft-Logik DMF, FM, PSF and screen bitmap files equivalent to the 35 fonts resident in most PostScript printers. The Plus Pack provides outlines to screen and printer for dot-matrix printers and outlines to screen and use of the internal fonts of a PostScript printer. The *Soft-Logik Font Disk A*, for PostScript printers only, can be used but outlines will not be seen on screen. AFM and ABF files may be used in place of Soft-Logik files. A Helvetica-like bitmap will be used on screen unless ABF bitmap representations are available.

Many PageStream fonts created for previous versions of PageStream have several bitmap files. These usually have file extensions of 10H, 12H, 14I, 18H, 24H, 36H and 48H. The “H” stands for Atari high resolution mode and the “I” stands for Amiga Interlace mode. PageStream 2 does not require any bitmap files to be used, but 12H files are recommended to speed up the screen display. 14I files may be substituted if 12H files are unavailable. 24H files may also be used if the files are well designed. If the bitmaps have too many *jaggies* for practical use the 24H files should be deleted. 36H and 48H files should not be used with PageStream 2.



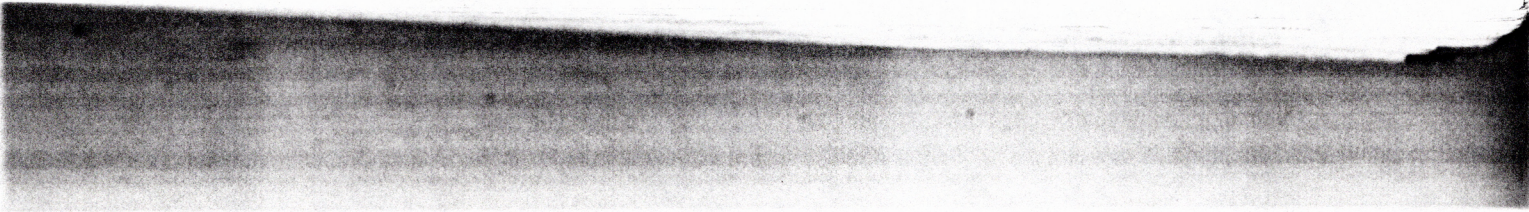


2

•  
*a b c d e f*

• ***Working with Text***

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# Chapter 2:

## Working with Text

### Putting Text on the Page

Putting words onto paper in a desktop publisher is different from entering text in a word processor. Most word processors have predefined columns into which you can immediately start typing. A desktop publisher places a blank piece of paper before you. It does not know where you want to put text or how wide the columns should be. It is up to you to tell PageStream how you want your document to look.

#### Text Object

This is a text column. The text in it is formatted. The column boundaries are demonstrated with the outlining box. Note that columns can be larger than the text they hold.

There are two ways to place text on a page in PageStream:

- enter the text in a *text column*
- enter the text in a *text object*

- ❖ A *text column* is a defined area on a page which can hold formatted text. A column has left, right, top and bottom margins' which limit the amount of text a column can hold.
- ❖ A *text object* is a semi-defined area on a page which holds unformatted text. It has X and Y coordinates for its corners, but it does not have defined right and bottom margins, so a text object is only as large as the text it contains. Formatting options are limited for text objects.

❖ To see a column outline on screen, you must select Show Column Outline from the View menu. The outlines are non printing dashed lines which can be printed by changing the lines style with the Line Style command.

Text columns are used mainly for one or more paragraphs of text while text objects are used normally for titles, captions and other peripheral text needs.

Some desktop publishing programs use a *frame* metaphor in which each page element must be placed in a defined frame. If you are used to that type of system, text columns can be thought of as text frames. Text objects are simple text elements placed outside of defined frames.

#### 2.1 Working with Text



## Text Columns

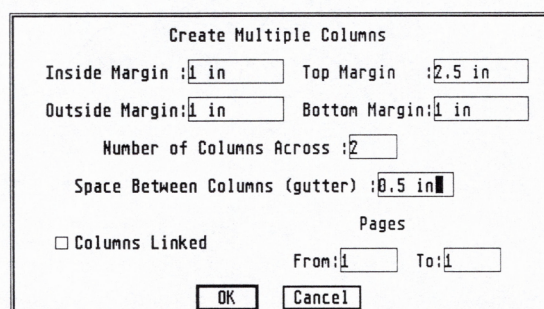
Before you can start typing columns of text, you must define the column boundaries. There are two ways to do this:

- set the column size with the Create Columns command from the Layout menu.
- draw a column with the Column tool from the toolbox.

### Create Columns

The Create Columns command is used to create and position columns over a range of pages. Multiple columns can be constructed for each page but they will have common dimensions. The columns may be automatically linked so that text will flow from one to another or they may be left unlinked. Column linking can be set or broken at any time.

The Create Columns command has no effect on columns which may already exist in the document. It simply allows the creation of new columns without destroying those already in place. An alert box will warn you, should you attempt to create columns which overlap existing columns.



The dialog box is titled "Create Multiple Columns". It contains several input fields and checkboxes. The "Inside Margin" is set to 1 in, "Top Margin" to 2.5 in, "Outside Margin" to 1 in, and "Bottom Margin" to 1 in. The "Number of Columns Across" is set to 2, and "Space Between Columns (gutter)" is set to 0.5 in. There is a checkbox for "Columns Linked" which is currently unchecked. Below this, there are "Pages" fields for "From" and "To", both set to 1. At the bottom are "OK" and "Cancel" buttons.

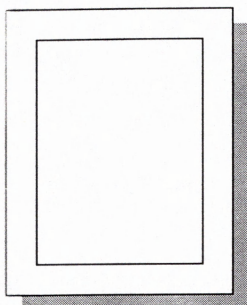
| Create Multiple Columns                                                 |                      |
|-------------------------------------------------------------------------|----------------------|
| Inside Margin : 1 in                                                    | Top Margin : 2.5 in  |
| Outside Margin : 1 in                                                   | Bottom Margin : 1 in |
| Number of Columns Across : 2                                            |                      |
| Space Between Columns (gutter) : 0.5 in                                 |                      |
| <input type="checkbox"/> Columns Linked                                 |                      |
| Pages                                                                   |                      |
| From : 1                                                                | To : 1               |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> |                      |

Create Columns opens a dialog box to make selections for page margins, the number of columns per page, the spacing between columns (gutter space), the page range to be covered, and whether or not to link the columns.

The Create Columns dialog box allows you to set the positions of columns by defining the margins. There are four page margins: top, bottom, inside and outside. The *top* margin refers to the space from the top of the page to the start of the text area and the *bottom* margin is the space from the bottom of the page up to the end of the text area.



A single column page layout.

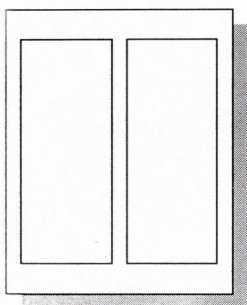


The *inside* and *outside* margins vary depending on whether the document was set up to be single or double-sided when the document was created. For a single-sided document, the inside margin is from the left of the output page to the start of the left-most column in the text area. The outside margin is the space from the right side of the output paper to the right-most column in the text area.

For a double sided document, the definitions for inside and outside margins are in relation to a two page spread. The inside margin is the space between the column and the binding of the left and right pages and the outside margin is the space between the column and the edge of the paper.

❖ Use Create Columns rather than the Column tool when laying out multiple pages or multiple columns.

Some examples of multiple columns



Some word processors allow double column printing. PageStream allows you to place any number of columns anywhere on a page. To create multiple columns, type the number desired into the Number of Columns Across text field in the dialog box. The Space Between Columns field allows you to enter the amount of gutter space between the columns.

The Create Columns command lets you specify a page range for the columns. This can be as little as a single page or up to a maximum of 1024 pages, the maximum number of pages in a single document. Columns will be created on the pages specified.

The columns created can be linked automatically by selecting the Columns Linked option. When linked, text will flow from the first column to the next and from page to page as it spills over. The text routing can be broken at any time by using Kill Text Routing from the Layout menu.

In summary, the steps to use Create Columns command are:

1. Select Create Columns from the Layout menu.
2. Define the top, bottom, inside and outside margins.
3. Set the number of columns and the gutter space (if necessary).
4. Select text routing if the columns are to be linked.
5. Set the page range for column creation.
6. Click on OK to create the columns as defined.

## 2.3 Working with Text



## Column Tool



Another way to create columns is to use the Column tool (the page icon) from the toolbox. This tool allows columns to be drawn on the page in the same manner as a rectangle.

The steps to create a column with the Column tool are:

1. Select the Column tool from the toolbox.
2. Position the crosshair to start the column.  
*Position the mouse at the upper left corner of the new column. Click the left mouse button to define this point.*
3. Move the crosshair to end the column.  
*Position the mouse at the lower right corner of the area. The column outline will follow the crosshair as it moves. Click the mouse button to create the column.*

Text columns are page elements which can be manipulated in the same manner as a graphic object. For example, a text column can be rotated, given a pattern fill or grouped and duplicated with other page elements.

PageStream can create overlapping columns. The text from one column will be printed on top of the other unless the text of one is flowed around the other with the Text Runaround command.

- ❖ Note that the font and font attributes in use when a text column is created will be assigned to the column. If Times Bold 12 on 14 point leading is set, text entered in the column will default to this unless it is changed.
- ❖ To create a column with attributes similar to an existing column or text object, simply place the cursor in the existing text before creating the new column. The attributes will be set to those of the text and will be used as the new column's defaults.

## Text Objects

Some DTP programs force the user to create a column or frame for every piece of text to be put on a page. PageStream provides text objects as a flexible method of entering text easily.



Text columns are best suited for the body of a document. If you want to put a title at the top of a page or a caption under a picture, text objects will save you time.



To create a text object simply select the Text tool and position the mouse cursor anywhere on the page. Click the left mouse button and a text cursor will appear at that point. You can now type text. Because there is no right margin, you must press the Return key to make multiple-line text objects.

- ❖ Why not use text objects for all work? Text cannot be properly formatted because there is no right margin. Word wrap is not possible in text objects and text may not be routed from one text object to another.

There is an important basic difference between text columns and text objects. If a column is resized the text will be unaffected; it will flow to fill the new column size. An overflow symbol will appear if the new size cannot hold the text. If a text object is resized the text itself will be resized.

- ❖ The original text column on the left has been resized at the right. Note that since the text cannot fit into the column an overflow icon appears.

Lorum ipsum dolor sit amet, con;  
minimim venami quis nostrud  
laboris nisi ut aliquip ex ea com  
dolor in reprehenderit in volup  
tate nonumy. Minimiami quis

Lorum ipsum dolor sit  
amet, con; minimim  
venami quis nostrud  
laboris nisi ut aliquip ex  
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te nonumy. Minimiami

- ❖ The text object on the left has been stretched vertically and compressed horizontally to create the text object at the right. Note that the text has been resized.

Text Object

Text Object

- ❖ It is impossible to create a text object on top of a column because PageStream assumes that if you click the mouse on a column you want to type in the column. You must create text objects outside of text columns. Text objects can be moved on top of column after they are created.

Text objects are page elements which can be manipulated in the same manner as a graphic object. For example, a text object can be rotated, given a pattern fill or grouped and duplicated with other page elements.



# Entering Text

There are two ways to enter text into text columns and text objects:

- by typing in the text directly
- by importing text created with another program

## Typing Text



With PageStream you can type text directly into columns and text objects. Before you can start typing you must select the Text tool from the toolbox. The mouseform will switch to a mouse cursor. Click the cursor in a column or text object where you wish to enter text. If you want to start a new text object click anywhere on the page. A text cursor (vertical line) will appear where the first character will be entered.

When entering text you can set any text attribute (typeface, size, style, formatting and effects) by using the menu commands.

All standard keyboard editing keys are supported the left and right arrow, Delete and Backspace keys. As well, Control left and right arrow will move the cursor to the beginning and end of a text line.

- ❖ If a column is wider than the window, the window will scroll horizontally as text is typed in. Use the scroll bar or View magnification commands to size the window so that the entire column width is visible.
- ❖ See Appendix C for instructions to enter foreign and typographic characters.

## Insert & Typeover Modes

The Insert Mode command from the Edit menu is used to toggle between the Insert and TypeOver modes for typing text. In Insert mode you can enter new text in the midst of existing characters without overwriting it; the old text is moved to the right as new characters are inserted. In Typeover mode, new characters entered overwrite previously entered text.

When this command is selected, the text entry mode will toggle between insert and typeover modes. A check mark will appear next to the Insert Mode command when insert mode is active.



## Importing Text

Import Text from the File menu is used to read text files created with word processors and text editors and place them in text columns. Word processors usually perform most text editing functions quicker than PageStream. Long documents should be entered in a word processor first and then imported into PageStream. Most word processing attributes, such as bold and italics, are preserved when imported, although formatting options such as double column printing, footnotes and line spacing must be set in PageStream.

PageStream uses modules to import text which are released by Soft-Logik as new programs become available. These can be added to the Drivers folder before running PageStream. The text file formats currently supported are:

- **ASCII:** for unformatted text (ASCII); text without word processor control codes.
- **WordPerfect:** for text created with WordPerfect. Amiga, Atari and MS-DOS WordPerfect files are compatible. WP5 files must be saved in WP4 format before importing.
- **1stWord:** for text created with WordWriter ST, 1st Word or 1st Word Plus.
- **ProWrite:** for text created with ProWrite for the Amiga.
- **Excellence:** for text created with Excellence for the Amiga.
- **IFF FTEXT:** for text created with IFF FTEXT compatible programs.
- **Rediger:** a popular French wordprocessor.

ASCII text files can have linefeeds (LF) at the end of each line or at the end of paragraphs. If you are unsure of the text's nature, most text editors use the Line has LF standard. Word processors often save unformatted text with linefeeds at the end of paragraphs, so Paragraph has LF should be used. If you import the file incorrectly the text will not be formatted properly. Delete the text and re-import it using the other option.

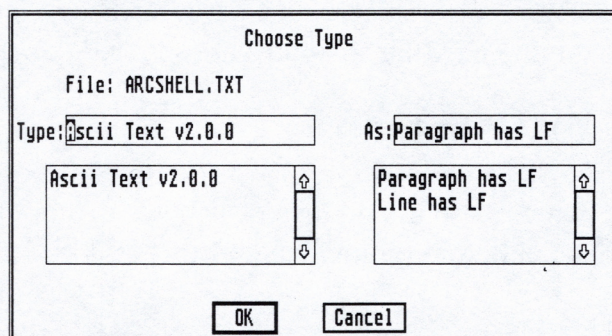
Before importing a text file you must open a document and place the cursor where the incoming text is to flow in a text column or text object. It is recommended that text be imported into columns to preserve formatting. The text will follow the column's existing text routing. The imported text need not fit into the column or linked columns. If there is excess text it will be indicated with an overflow icon (a boxed plus sign) in the bottom left corner of the column.

## 2.7 Working with Text

❖ Not all text formatting options are imported into PageStream. For example, tab stops in some word processor work differently from PageStream and will not be imported. Similarly, features such as index generation, footnotes and multiple columns should not be used in word processors if the text is to be imported into PageStream.



When you select Import Text, a file selector will allow you to choose which file to import. After selecting the file, a dialog box will open to specify the type of file to import and how it is to be imported.



The left selector box, Type, is used to specify the type of text file to import. After selecting the text type one or more options may appear in the right selector, As. If more than one option appears you must select the one which best suits the file you are importing.

- ❖ Unsupported file types must be saved as ASCII text before importing.
- ❖ Do not hyphenate text in a word processor before importing since the line length will be different in PageStream. Select Batch Hyphenate after importing to hyphenate a selected body of text.

The steps to import a text file are:

1. Position the cursor.  
*Place the cursor within the column or text object for the incoming text, while in text mode.*
2. Select Import from the File menu.
3. Select Text from the submenu.
4. Select the text file.  
*Use the file selector to select the text file. Click on OK.*
5. Select the file type.  
*Click on the file type in the Choose Type selector.*
6. Select the import method.  
*Click on the import method in the As selector if applicable.*
7. Click on OK to import the text.

### 2.8 Working with Text



## Text Attributes

Text has five attributes: typeface, style, size, formatting and effects. The attributes can vary between columns, paragraphs or even characters. This section will examine how the attributes are set, and the attributes themselves.

### Setting Text Attributes

There are two ways to assign these attributes to a body of text. The attributes may be selected before typing or importing text or they may be changed at any time.

To set attributes before entering text, simply select the appropriate attribute menu command and enter the text.

To change previously entered text you must indicate which text to change. This can be done by highlighting a body of text with the mouse cursor or by selecting an object, column, linked columns or document. Change short passages of text by highlighting, or select a column or text object when you want to change all of the text in the column or object.

### Highlighting a Body of Text



There are three ways to highlight text. Select the Text tool and:

Drag the mouse:

*Place the mouse cursor at the beginning of the text and drag it down to the right while holding down the left mouse button. Release the button when finished. The text will be displayed in reverse. You can also start at the end and drag up to the left.*

Shift-Click:

*Place the cursor at the start or end of the text to be selected and click the left mouse button. Move the mouseform to the end of the text and click the button again while holding down a Shift key. The body of text will be highlighted.*

Select All:

*Place the mouse cursor in a column or text object and choose the Select All command from the Edit menu. All the text in the text object, column or linked series of columns will be highlighted.*

**This text is highlighted.**  
This text is not highlighted.



- ❖ Use the Shift-Click method to extend or shorten a block of highlighted text by simply clicking on new start or end points.

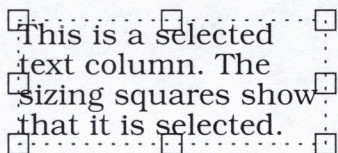
### Selecting a Text Column or Text Object

The steps to select a text column or text object are:



1. Select the pointer tool.
2. Select a column or text object.

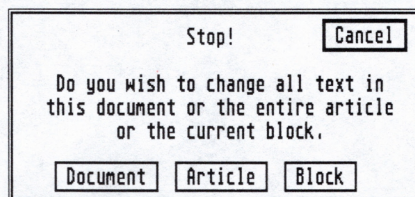
*Sizing Squares will appear around the selected column or text object. Multiple columns and objects may be selected by holding down Shift and clicking on additional columns and objects.*



### Changing Text Attributes

After selecting the text to change, select the appropriate attribute command. For example, select Fonts/Points to change the typeface or point size. After selecting the attribute command and making necessary choices in subsequent dialog boxes, the text will be reformatted to reflect the new attributes.

If the text was selected with the pointer tool, a dialog box will ask which text you wish to change: the *block*, *article* or *document*. *Block* refers to the selected column(s) and/or text object(s). *Article* refers to columns linked to selected text columns. *Document* refers to all text in the open document. (The article option will only be available if there are columns linked to a selected column.)

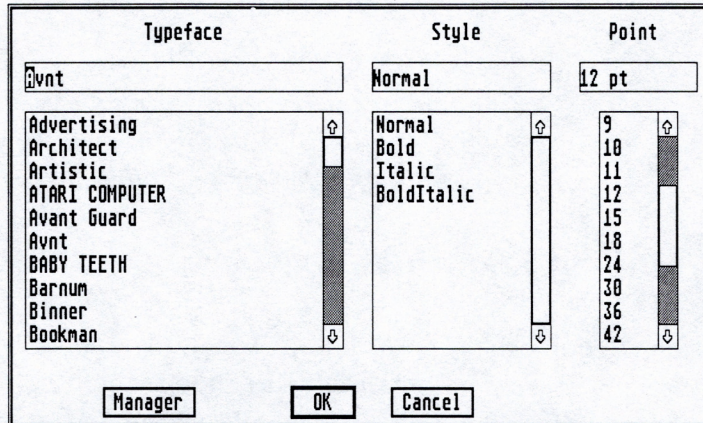


If you highlight the text, it will remain highlighted until you click the mouse elsewhere in the column or document. Selected columns or text objects will remain selected until you click the mouse elsewhere in the document. If you wish to change more than one attribute, do so before unselecting or de-highlighting the text.



## Typeface

The Fonts/Points command from the Style menu is used to select the typeface, type style and point size attributes. The command opens a dialog box with selectors for each of these. To select a typeface, click on the name of the font in the Typeface selector. Use the scroll bar or arrows to scroll through the list to display additional fonts. Click on OK when done.



- ❖ When you type the first letter in a new font PageStream will load it from disk. There will be a short delay before the text appears. If you have removed your font disk PageStream will request for the disk to be inserted.

## Type Size

Type size is also selected from the Fonts/Points dialog box. Click on the desired size from the Point selector. Use the scroll bar or arrows to scroll through the predefined settings. If none of the sizes meet your needs type the size into the size text field. Soft-Logik and PostScript fonts can be sized from 0.01 to 183,000 points in increments of 0.01 points. Compugraphic fonts may be sized from 0.01 to approximately 600 points.

You can enter separate horizontal and vertical sizes by typing in the horizontal size, a comma, and the vertical size, (ie: 13,16). If you type in only one value it will be used for both the horizontal and vertical sizes. You can also use Shift and Ctrl with the mouse to specify height and width. If you hold Ctrl and click on a point value with the mouse it will be the width. If you hold Shift and click on a value it will be the height.

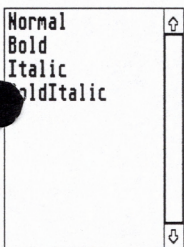
- ❖ The default for sizes is points regardless of the measuring system in use. Measurement abbreviations may be used to enter type sizes in other units.



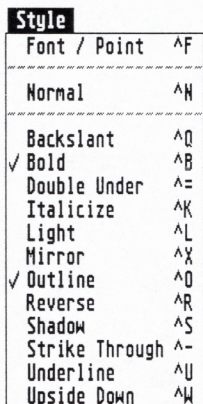
## Type Styles

*Style* refers to the appearance of the typeface. Examples of styles are *normal*, *italic*, *bold* and *shadowed*. Styles may be designed as part of a typeface or may be applied by PageStream. *Applied* styles are created by manipulating the font outline data. *Designed* styles are separate typefaces. The typeface and the designed style are together referred to as the *font*.

Usually only normal (roman) and italic (oblique) styles are designed, sometimes in a variety of weights. For example, *CS Times* is a font family supplied with PageStream. It is available in normal, italic, bold and bold italic designed styles.



Designed styles are selected from the Fonts/Points selector. After selecting a typeface, a list of the designed styles available will be displayed in the Style selector. The names of these styles may vary between fonts depending on the designer's preferences. Some common styles are *Light*, *Medium*, *Roman*, *Demi-Bold*, *Oblique*, *Black* in a variety of combinations.



Applied styles are selected from the Style menu. Each PageStream style has a Style menu command which toggles it on and off. A checkmark will appear to the left of the menu command when it is active. More than one style may be selected. If none are active, a checkmark will appear beside Normal. Selecting Normal will toggle off all styles.

PageStream supports the following applied styles:

NORMAL BACKSLANT **BOLD** DOUBLE UNDERLINE

ITALICIZE LIGHT MIRROR ~~OUTLINE~~ **REVERSE** SHADOW

STRIKE THROUGH UNDERLINE UPSIDE DOWN

The Style menu Normal, Bold and Italicize commands are linked to the Style selector of the Fonts/Points dialog box. If these designed weights are available for the font in use, the designed style can be selected with the Style menu commands. PageStream will not attempt to apply the style to a typeface with an equivalent designed style. For example, selecting Bold when CS Times is in use will select CS Times Bold and will not apply the bold style to the normal outline data. Generally, designed styles are superior to applied styles because PageStream cannot match an original design exactly.



## Type Effects

Text can have two effects: fill style and color. To set these, select the Fill Style command from the Object menu. To change previously entered text, highlight it with the cursor and select Fill Style.

Text does not have separate styles and colors for the character outline and fill; changing the fill color and style will change the entire character.

Selecting a column or text object with the Pointer tool and changing the fill style will change the column or text object background, not the text. You must highlight the text to change the text fill and color.

❖ “I changed the text to gold, but I cannot see the text on the screen.” The text is gold but the screen color for gold is the same as the column background. PageStream maps colors to the closest representative screen color. Adjust screen colors until the desired actual color/screen color representation is met.

## Text Formatting

There are several formatting attributes associated with text in PageStream. All text has line and character spacing, baseline offset, margin indents and paragraph formatting attributes. In addition, text columns also have a justification attribute.

Many of the formatting commands open dialog boxes. The options in these dialog boxes may be set three ways:

Click on the arrow icons.

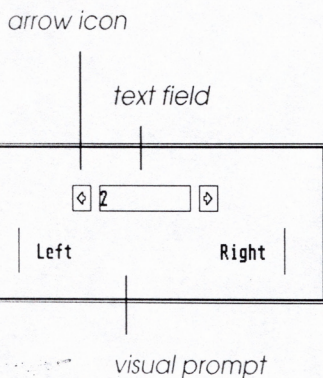
*Click on the arrow icons with the left mouse button. The value in the text field will increase or decrease by a set amount.*

Enter a value in the text field.

*Enter a value in the appropriate text field. Include a unit abbreviation if you do not want to use the default measurement units for the dialog box.*

Drag the visual text prompts.

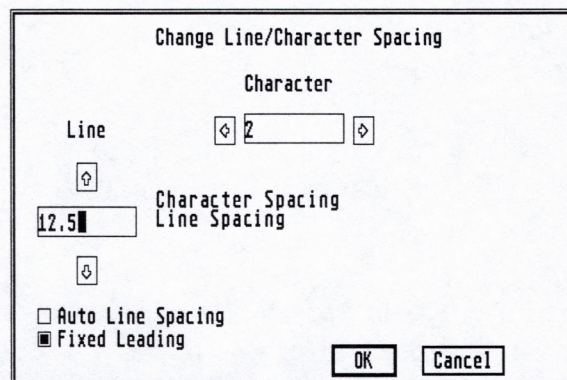
*Each dialog box has visual prompts which move as the values are changed. These may be dragged with the mouse to change the values in the text fields.*





## Line/Character Spacing

The Line/Char Spacing command from the Format menu is used to change the spacing between text lines and characters. Line/Char Spacing opens a dialog box to set these values and to indicate whether line spacing is to be defined with respect to the character height (auto line spacing) or the baseline position (fixed leading).



There is one visual prompt for both the line and character spacing so both values may be changed at once. Holding down Ctrl while moving the mouse causes only the character spacing to be affected. Holding down a Shift key while moving the mouse causes only the line spacing to be affected.

Line spacing is measured in points and character spacing is measured in 1/100 of an em regardless of the measuring system in use. *Ems* are a relative measurement because they are a function of the text size. Line spacing can be adjusted in increments of 1/100th of a point and character spacing of 1/10,000th of an em. (ie: character spacing of 4 means 4/100ths of an em.)

The dialog box lets you select between Auto Line Spacing or Fixed Leading:

- Auto Line Spacing uses the line spacing value plus the height of the largest character on the line. For example, 2 point auto line spacing means that there is 2 points of space between each text line.
- Fixed Leading uses the line spacing value between baselines regardless of the character size. For example, 12 point fixed leading would have 4 points of space between lines of 8 point text but only 2 points between 10 point lines.



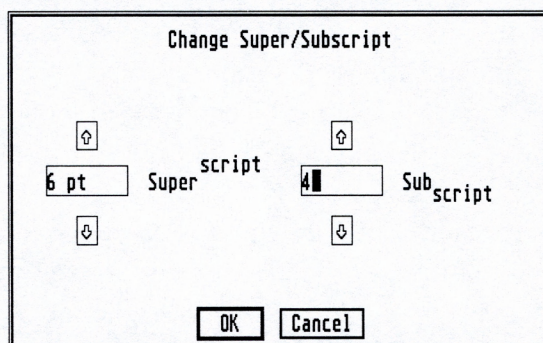
## Baseline Offset — Super / Sub Scripts

Text can be offset from the baseline for sub/superscript characters. The Format menu provides four commands for dealing with the text position relative to the baseline:

- Superscript
- Baselinescript
- Subscript
- Change Super/Sub

The first three commands are toggles and the fourth is used to set the baseline offset values. The active toggle command will have a checkmark next to it on the Format menu.

❖ **Baseline:** an imaginary horizontal reference line upon which all the characters in a line of text appear to stand.



Superscript is used to raise text relative to the baseline. Baseline Script is used to set text level with the baseline. (normal text). Sub Script is used to lower text relative to the baseline.

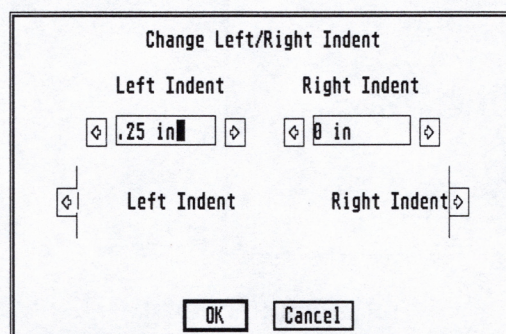
Superscript:  $r^2$  Subscript:  $H_2O$

The amount super/sub scripts are offset from the baseline is set in the Change Super/Sub dialog box. Baseline offsets may be set in increments of 0.01 points. Separate spacing distances may be set for Super/Subscripts.



## ***Margin Indent — Left / Right Indent***

Left/Right Indent from the Format menu is used to define the left and right margins for text. It opens a dialog box for setting the amount the text will be indented from the column margins. Margin indents are useful for drawing attention to a body of text. Margin indents are set independently for the left and right margins.



## ***Paragraph Formatting***

The paragraph formatting commands from the text menu indent or outdent the first line of a paragraph. They differ from margin indent which indents or outdents an entire paragraph. There are four paragraph formatting commands:

- No Paragraph Formatting
- Indented Paragraph
- Outdented Paragraph
- Set Indent / Outdent

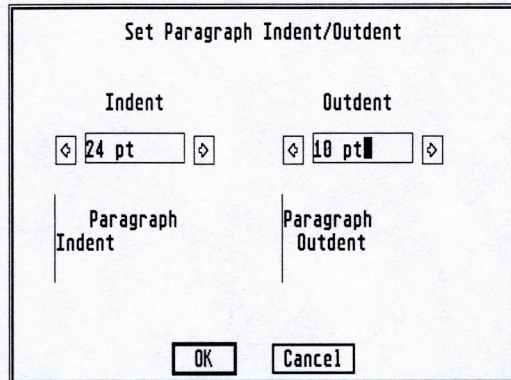
The first three commands are toggles and the last is used to set the amount of indent and outdent. The active toggle command will have a checkmark next to it on the menu. No Paragraph Formatting is used to toggle off Indented Paragraph and Outdented Paragraph.

This is what a paragraph looks like when it uses the Indented Paragraph command. The amount of indent is set with the Set Indent/Outdent command. Indenting is common in letters, books and reports.

This is what a paragraph looks like when it is outdented. This is called a hanging outdent and is useful for lists or to draw attention to a short body of text. Hanging outdents are commonly used in memorandums and legal agreements.



The Set Indent/Outdent command is used to define the amount of space for Indent Paragraph and Outdent Paragraph formatting. It opens a dialog box to set these values. The settings should be made with Set Indent/Outdent before the Indented or Outdented Paragraph commands are selected.



Set Indent/Outdent will not affect previously indented or outdented text. To change the amount or space used for previously formatted text, highlight the text, use Set Indent/Outdent and reselect Indented or Outdented Paragraph.

### Justification

Conventional typewriters block text flush with the left margin. This creates a ragged right margin. Most word processors overcome this limitation by *right justifying* the text. They insert extra spaces between words so that text will be flush with both margins.

PageStream offers several justification options. Text may be centered, set flush with the left or right margin, or justified so that both margins are flush. Three justification methods exist to control the appearance of justified text: character, word and automatic justification.

The justification commands are contained in the Format menu. A checkmark will appear beside the justification method in use. Selecting any of the commands will toggle off the previously selected command.

Justification, centering and blocking text right require a defined right margin. Text columns have set right edges which provide a margin to justify text. Text objects do not have a defined right edge and should not be justified. Only Block Left should be used with text objects. Justification can be applied but the right margin will change as text is entered. PageStream will not continuously redraw the text and will require a forced screen redraw.



### ***Block Left / Block Right***

The Block Left command is used to set text flush with the left margin. Text will be smooth along the left margin and ragged on the right like a type-writer. Block Right is used to set text flush with the right margin. Text will be smooth along the right margin and ragged on the left. This option is rarely used for body type.

### ***Center***

This command is used to center text within a column. Text will be ragged along both the left and right margins. As additional text is entered, Page-Stream will redraw the current line to center the line.

### ***Character Justify***

This command is used to set text flush along the left and right margins. Space is inserted evenly between each character in a line.

This paragraph is character justified. Character justification can lead to too much white space between characters when the columns are narrow.

### ***Word Justify***

The Word Justify command is used to set text flush along the left and right margins. Space is inserted evenly between each word in a line.

This selection of text is word justified to achieve flush left and right margins. Large words such as overwhelming, characters and commandment can lead to undesirable spaces between words.

### ***Auto Justify***

This command is used to set text flush along the left and right margins. The alignment is a combination of character and word justification. Space is distributed evenly between individual characters and words with the bulk of the white space weighted to appear between words. Auto Justify is often the best choice for narrow columns.



## Attribute Pickup

Attributes are associated with all text in a document. If you drop the cursor in the midst of previously entered text, PageStream will automatically *pickup* whatever attributes are associated with the text and ignore previously selected attribute commands. If you type a character after placing the cursor in a body of text it will have the picked-up attributes.

If you create a text object or column after placing the cursor in a body of text, the new object or column will default to the attributes of the other text.

If you drop the cursor in a body of *tagged* text, the tag will be picked up as well. Tags always take precedence over normal attributes. If you create a text object or column after picking up a tag, the new text object or column will be tagged. If you remove the tag from text entered in the new object or column it will revert to the other attributes picked up.

❖ **Technical Note:** If you place the cursor between two characters with different attributes, the attributes of the character on the left will be picked up and used for the next character typed. If you place the cursor at the beginning of a column or object and an attribute change had been made before entering text, the cursor will be placed between the default attributes and the attribute change. If you enter text at this point it will have the default attributes. To enter text at the top of a column without using the default attributes, place the cursor between the first and second characters and then back arrow once.

❖ Note that capital letters are not an attribute and cannot be picked up.



# Editing Text

## Cutting and Pasting Text

The Cut, Copy, Paste and Delete functions are used to remove and duplicate text and graphics within a document and from document to document. When one of these commands is used while the Text tool is selected, a body of text can be edited by highlighting it with the mouse cursor. If the Pointer tool is selected, a text object or column can be cut, copied pasted or deleted in the same manner as a graphic element. For more information on cutting and pasting graphics, see page 4.18.

### Cut, Copy and Delete

The Cut command from the Edit menu is used to remove a highlighted area of text and store it in a buffer for later use. The Copy command also duplicates highlighted text to the buffer but the highlighted text will not be removed. The text in the buffer may be retrieved and pasted to another location within the document or any other open document with the Paste command.

There is only one buffer for storing text and graphics. Use of the Cut or Copy commands will erase the previous contents of the buffer.

The Delete command is used to delete highlighted text from a column or object. The text is not saved to the buffer and is permanently erased.

The steps for cutting, copying and deleting text are:



1. Select the text tool.

2. Position the cursor.

*Place the cursor at the start or end of the section to be cut, copied or deleted.*

2. Highlight the text.

*Drag the mouse to highlight the text. Release the mouse button.*

3. Select Cut, Copy or Delete from the Edit menu.

4. The text will be cut, copied or deleted.

*If you selected Cut or Delete the text will be removed.*

*If you selected Cut or Copy the text will be stored in the buffer.*

❖ The buffer is an area of memory used to store graphics and text temporarily. The Cut and Copy commands save highlighted text or selected elements to the buffer until Paste is used to insert them elsewhere in the document.

❖ The buffer is also used with the Duplicate command. The object to be duplicated will replace the contents of the buffer when this command is selected.



## Paste

The Paste command from the Edit menu is used to retrieve text from the buffer to paste in the open document. It is only operative if something is stored in the buffer.

Pasting does not erase the buffer contents. You can make multiple copies of the buffer by repeatedly selecting the Paste command.

The steps to paste text into a text column or object are:



1. Select the Text tool.

2. Position the Cursor

*Position the cursor in a text column or text object where you want the text to be pasted.*

3. Select Paste from the Edit menu.

*The text will be inserted at the cursor position.*

4. Repeat to make multiple copies of the text.

## Capitalization

PageStream can automatically transform lowercase characters into uppercase and vice versa, as well as capitalize only the first letter of each word. The Make Uppercase, Make Lowercase and Make Capitalized commands from the Format menu change highlighted passages of text.

These commands may also be used on selected text columns and objects with the Pointer tool to change an entire block, article or document.

## Search and Replace

PageStream's search and replace commands will find any word or search string in a selected body of text or anywhere in the document. The search and replace feature will also replace the search string with any other string. The commands are Search Text and Replace Text both from the Edit menu.

String expressions used in search and replace operations can be the exact text or made of wild cards for more general searches. The special characters supported in PageStream are: ? \* [ ] \ # ^

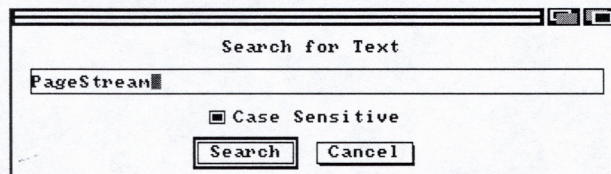


The rules for using these characters to build search expressions are:

- ? – matches any single character ie: th??r matches their, th4ar.
- \* – matches any number of characters ie: a\*e matches ape, apple, ae...
- \\ – any character preceded by \ will match itself except for n, t, @.
- \\t – \\t matches a tab.
- \\n – \\n matches a carriage return (new paragraph).
- \\@ – \\@ matches a page number command.
- [] – a list of bracketed characters will match any single character from the list.
  - ie: th[aeiou]n would match than, then, thin, but not their.
  - consecutive ASCII characters within brackets can be abbreviated by placing a hyphen between the first and last characters in the series.
  - ie: [a-g] is the same as [abcdefg], th[c-z]n would match then but not than.
- ^ – if a ^ is the first character within brackets, the bracketed expression will match any character not within the brackets.
  - ie: th[^a]n would match thin but not than.
  - ie: [^0-9] would match any character except digits.
  - If ] is the first character within brackets or is the first to follow a ^, it represents itself and does not close the character list. ie: []] would match ].
- # – an expression followed by # will match replicates of the expression.
  - ie: [0-9]# will match any positive integer.
  - ie: [0-9]#[0-9]# matches positive decimal numbers.

## Search Text

Search Text is used to search a body of text for a given string. If the command is chosen with the Text tool selected, text from the current cursor position on will be searched. Text routing will be followed. If the command is chosen with the Pointer tool selected, the block, article or document may be searched depending on whether a column is selected or not. A dialog box is opened which lets you specify the text string and case to search for.



The search string can be up to 128 characters. The match may be restricted to case sensitive, where an exact duplicate of upper and lowercase letters must be found. The case sensitive option is toggled on and off by clicking on the check box in the dialog box. It is active when the box is black.

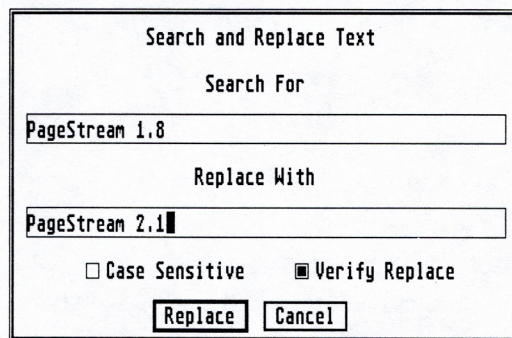


The text string is entered from the computer keyboard. If this feature has been used previously, the most recent search string is initially displayed as the default. To clear the default string, press the Esc key.

If a match is found a dialog box will open giving you the option of ignoring the current match and continuing with the search, or stopping. If you stop the matched text will remain highlighted.

### ***Replace Text***

The Replace Text command is used to search a column for a specific text string and replace it with another text string. The Replace Text dialog box is similar to the Search Text dialog box but has two more features. The replacement text string is entered in the Replace With text field. Verify Replace allows you to confirm each replacement. When a match is found a dialog box will ask you if you want to replace that occurrence, skip it and proceed to the next occurrence, or stop the search.



Search and Replace Text

Search For

PageStream 1.8

Replace With

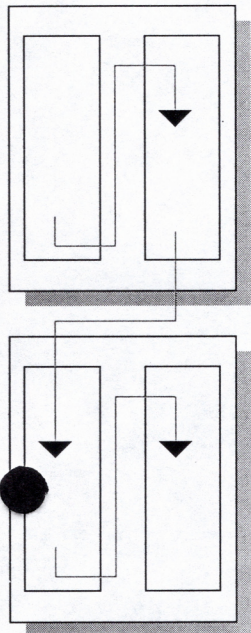
PageStream 2.1

☐ Case Sensitive    ☒ Verify Replace

Replace Cancel



## Text Flow



Text routing is used to link text columns so that text will flow between them. As you type into the first column in a linked series, any text which cannot fit into it will spill over automatically to the next column.

Columns need not be linked in the order they were created or in the order of the pages. For example, an article started on page one could be linked to a column on page ten and then to a column on page three.

There are two ways to link text columns:

- with the Set Text Routing command of the Layout menu to manually link columns.
- by selecting Columns Linked in the Create Columns dialog box to automatically link columns when created. (see page 2.3)

### Linking Columns

The Set Text Routing command from the Layout menu is used to manually connect columns so that text will flow between them.

The steps to link existing columns are:

1. Select Set Text Routing from the Layout menu.  
*The mouseform will change to an empty page icon.*
2. Position the mouse pointer over the first column.  
*You can use the scroll bars, move to another page, change the viewing scale or use Create Columns without affecting the linking operation.*
3. Click the left mouse button.  
*The pointer will change to the filled page icon to show that the text link has been started.*
4. Position the pointer over the next column.
5. Click the left mouse button.  
*You have now linked two columns. You may continue to link columns by repeating step 4. To start a new, separate link you must restart at step 1.*



Select any toolbox icon to stop linking columns or simply click the mouse in the last column linked to return to the previous selected tool.

## Unlinking Columns

You can eliminate text routing between any linked columns with the Kill Text Routing command from the Layout menu. Position the cursor in a linked column and select this command to break links in both directions. The text routing will be broken at this column; text will no longer be routed to or from it.

## Showing Text Links

The Show Text Routing command toggles on and off the display of text flow links between columns. When it is active a checkmark will appear next to it on the *View* menu.

|   |    |    |
|---|----|----|
| — | 63 | 22 |
|---|----|----|

Columns links are displayed as three numbers in a non-printing bar at the top of each column. The center number is the column number. The left is the number of the column it is linked *from* and the right is the number of the column it is linked *to*. Columns which are not linked in either direction will show *four* dashes rather than a column number.



# Kerning

Kerning is a tool used to improve the appearance of specific character pairs. Depending on the typeface and text size, characters can appear too far apart or too tightly spaced. Kerning corrects their appearance by adjusting the relative spacing of a character pair. Traditionally, the term kerning has been used to refer to the removal of space between characters. In PageStream, the removal of space is negative kerning, and the addition of space is positive kerning.

AV  
AV

The example on the left shows the letters “AV” unkered and with negative kerning.

PageStream provides three commands for kerning:

- Manual Kern: for one instance of a character pair
- Batch Kern: for all instances of all character pairs
- Set Kerning Pair: for setting the Batch Kerning values

Kerning values are stored in the font metric file associated with every font and can be changed with the Set Kerning Pair command. Most body text fonts are provided with pre-defined kerning pairs. Some Soft-Logik type fonts have more than one font metric file to properly space oblique (italic), bold and bold oblique characters.

Kerning is not automatic; text will be spaced according only to character width unless you kern it. Batch Kern is used to kern all instances of the character pairs defined in the font metric file. Manual Kern is used to kern one instance of one character pair by a specific amount.

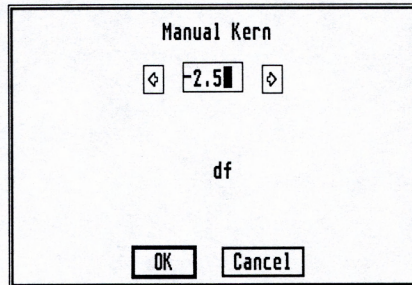
Kerning is measured in hundredths of an em. (ie: A kerning value of 1.07 is equal to 107/10,000ths of an em.) An em is a measure of text size which is defined as the horizontal point size.

## Manual Kerning

The Manual Kern command from the Text menu is used to adjust the relative spacing of a specific character pair. If the cursor is positioned between two characters, Manual Kern will open a dialog box to adjust their relative spacing.



Manual kerning is normally used to reduce the space between characters in headlines and titles. Typeface spacing widths are usually designed for body text sizes. Tighter character spacing is used for large characters and the batch kerning values do not always appear correct at display sizes.



The Manual Kern dialog box offers arrow icons, a visual prompt and a text field to alter the kerning value.

The steps to manually kern a character pair are:

1. Select Manual Kerning from the Text menu.

*The Manual Kerning dialog box will appear.*

2. Set the kerning value.

*Click on the left and right arrow icons to move the characters together or apart. You can also type in a kern value or drag the letter prompts.*

## Batch Kerning

Batch Kern from the Text menu is used to adjust the kerning of a selected body of text. The kerning is performed for character pairs defined in Set Kerning Pairs from the Global menu. Batch Kern will scan the selected text for the pairs and adjust their kerning as indicated in the kerning pairs tables.

Each font has its own table of pairs and values. Display and public domain fonts may not have any kerning pairs defined.

All text should be kerned with Batch Kern. Kerning pairs are part of the design of a typeface and are important to achieve the intended effect. While kerning might not seem to make much of a difference on a 9 pin dot matrix printer, it is very noticeable at 300 dpi and above.

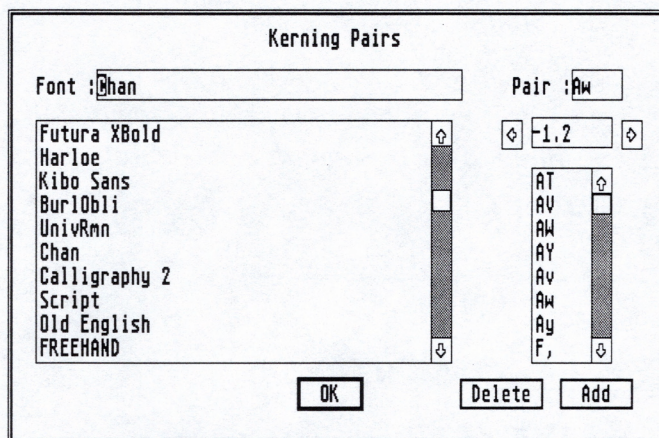
The easiest way to kern a document is with the Pointer tool. Select Batch Kern to change all the text in the document.



## Setting Kerning Pairs

Set Kerning Pair from the Global menu is used to establish lists of specific letter pairs used by the Batch Kern command. Tables of character pairs can be set for individual fonts. A relative character spacing can be set for each pair of characters.

Selecting Set Kerning Pair opens a dialog box to alter the spacing of character pairs.



The steps to add or edit a kerning pair are:

1. Select Set Kerning Pair.
2. Click on a font from the Fonts Available selector box.
3. Select a character pair to edit or enter a pair to add.  
*Select a character pair to edit from the Defined Pairs selector box or type the characters to add into the Pair text field.*
4. Enter the kerning value.  
*Type the kerning value into the text field between the arrows or click on the arrows to change the kerning.*
5. Choose Add.

Kerning pairs may be deleted by selecting a pair from the Fonts Available selector and choosing Delete. When you are finished editing the kerning pairs, select OK. A dialog box will ask for confirmation to replace the font metric file if you changed any kerning pairs.

❖ Kerning pairs can only be changed for Soft-Logik format fonts. PostScript and Compugraphic fonts can only be altered with a font editor.



## Removing Kerning

You may want to remove kerning from a body of text or individual character pairs for some reason. The steps to remove kerning are:

1. Select a body of text.

*Highlight a body of text with the mouse cursor or select a column or text object with the Pointer tool.*

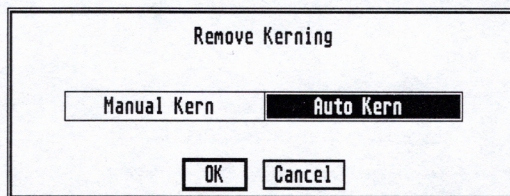
2. Select Manual Kern.

*A dialog box will appear.*

3. Click on the type(s) of kerning to remove.

*Auto Kern refers to kerning automatically performed with the Batch Kern command. Selected (black) kerning will be removed.*

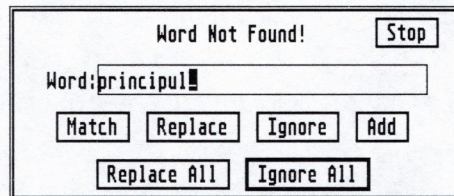
4. Click on OK.





## Spell Checking

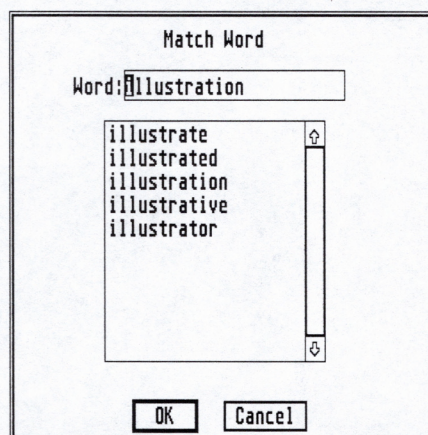
PageStream can scan a document or a selected body of text for spelling errors. The Batch Spell Checking command from the Text menu will open when the first unknown word is encountered.



There are several actions you can take when an unknown word is found:

- Choose the Stop button to stop spell checking.
- Edit the word in the text field and select Replace to replace this occurrence or Replace All to replace all subsequent occurrences.
- Choose Ignore to skip this occurrence of the word or Ignore All to skip all subsequent occurrences.
- Choose Add to add a word to the dictionary that PageStream does not know.
- Choose Match to scan suggested dictionary spellings.

The Match button opens another dialog box listing suggested spellings. Select a word from the list with the left mouse button and click on OK. The word will replace the original word in the Spelling dialog box. Then click on Replace or Replace All to replace the word in the document. Clicking on Cancel will leave the original word unchanged.





The Match dialog box attempts to provide correct spellings for the unknown word based on the original spelling. It provides a list of similar words which may contain the word you were attempting to spell.

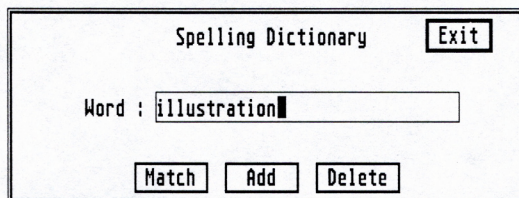
The steps to spell check a body of text are:

1. Select the text to be checked.  
*Highlight a body of text with the mouse cursor or select a column or text object with the Pointer tool.*
2. Select Batch Spell Checking from the Text menu.
3. When an unknown word is found...  
*change it with the Replace or Replace All buttons, skip it with the Ignore or Ignore All buttons, or search the dictionary with the Match button.*

## Editing the Spelling Dictionary

The PageStream dictionary may be edited to customize it for your own needs. The Edit Spelling Dictionary command from the Global menu is used to add new words and to verify and remove existing words in the spelling dictionary.

When the Edit Spelling Dictionary command is selected a dialog box will appear. The Spelling Dictionary dialog box has buttons to add, delete and match words in the dictionary.



The steps to add a word to the dictionary are:

1. Select Edit Spelling Dictionary from the Global menu.
2. Enter the word to be added.
3. Choose Add to add the word to the dictionary.



The steps to delete a word from the dictionary are:

1. Select Edit Spelling Dictionary from the Global menu.
2. Enter the word to be deleted.
3. Choose Delete to delete the word.

The steps to check the spelling of a word are:

1. Select Edit Spelling Dictionary from the Global menu.
2. Enter the word to be verified.
3. Choose Match to verify the word.

*The Match dialog box will open to examine the word and similar words. Click on OK or Cancel to quit this dialog box.*

## **Adding Dictionaries**

If you need to spell check documents with specialized terms, such as medical or technical documentation, the general-purpose PageStream dictionary may be insufficient for your requirements. If you have a dictionary of these terms in ASCII text format it can be easily added to PageStream. The words should be stored one word to a line with a carriage return at the end of each line.

The steps to add a dictionary of words to the PageStream dictionary are:

1. Hold down Shift and select Edit Spelling Dictionary.  
*A file selector will open.*

2. Enter the name of the ASCII text file.

*Select the correct path and the filename. Click on OK. The file will be merged with the PageStream dictionary. The time to process the file will depend on the number of words in the file.*

- ❖ The PageStream spelling dictionary will work off floppy disks but is not recommended. The dictionary search times are greatly reduced with a hard drive.



# Hyphenation

PageStream offers hyphenation of selected bodies of text. Hyphenation is often used in business documents and for newsletters and newspapers with narrow column widths.

There are two ways to add hyphens in PageStream; manually or automatically. *Manual hyphenation* is used to place a *soft* hyphen into a word to hyphenate it, should the word fall at the end of a text line. *Batch hyphenation* is used to hyphenate a selected body of text according to defined rules and the hyphenation dictionary.

## Manual Hyphenation

Manual Hyphenate from the Text menu is used to insert *soft* hyphens into a document. This places a hidden command within the word that hyphenates it should the word fall at the end of a line of text. The word is left otherwise intact.

The steps to set a manual hyphen are:

1. Position the text cursor between two characters.  
*Drop the cursor between the two characters in a word where you want a soft hyphen.*
2. Select Manual Hyphenate from the Text menu.

## Batch Hyphenation

Batch Hyphenate from the Text menu is used to automatically add hyphens to a body of text based on the hyphenation dictionary and the rules defined in the Set Hyphenation Rules dialog box. Automatic hyphens appear only when necessary. If you later alter the text they may disappear and new ones may be inserted. New text added into hyphenated text will not be hyphenated until Batch Hyphenate is selected again.

This operation uses rule-based algorithms to determine which words should be hyphenated. The rules may be modified with Set Hyphenation Rules from the Global menu. Exceptions to the dictionary can also be created by the user via the Set Hyphen Exceptions command to identify words not to hyphenate or words to be hyphenated differently.



The steps to hyphenate a body of text automatically are:

1. Select the text to be automatically hyphenated.  
*Highlight a body of text with the mouse cursor or select a column or text object with the Pointer tool.*
2. Select Batch Hyphenate from the Text menu.  
*The text will be hyphenated.*

If you hold down Shift when selecting Batch Hyphenate you will be prompted to hyphenate each word. A dialog box with Cancel, Hyphenate and Next buttons will open. Cancel ends the process, Hyphenate breaks the word in the manner specified in the dialog box and Next will skip the word and go on to the next. Use this for small bodies of text only since it can take a considerable length of time.

### Setting Hyphenation Rules

The Set Hyphenation Rules command from the Global menu is used to customize the rules used by the hyphenation algorithms. You may specify:

- the hyphenation/spelling driver module
- maximum number of hyphenations on successive lines
- minimum word length to hyphenate
- minimum root word length to hyphenate
- minimum letters coming before or after a hyphen
- whether to hyphenate lower case words only

To change any of these settings, select Set Hyphenation Rules. A dialog box will appear and you can enter changes in the text fields for each option. Use the mouse or arrow keys to move between the text fields.

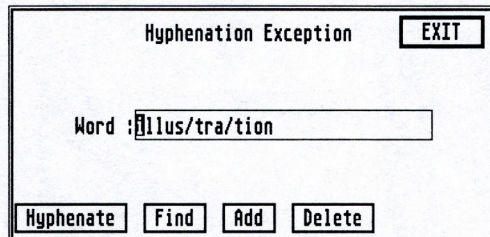
The Load button permits the loading of a spelling/hyphenation driver via the file selector. Different drivers are provided for different languages.

The Default button will save the current hyphenation settings, including the spelling/hyphenation driver, as the defaults. The OK button will accept the current settings.



## Editing the Hyphenation Dictionary

The Edit Hyphen Exceptions command from the Global menu is used to enter words into the hyphenation dictionary. This dictionary is a list of exceptions to the hyphenation rules. The command opens a dialog box to enter the specification of exceptions and to verify how a word will be hyphenated.



The steps to add an exception to the dictionary are:

1. Select Edit Hyphen Exceptions from the Global menu.  
*A dialog box will open.*
2. Enter the word to be added or verified.  
*Type the word into the text field. Choose Hyphenate to examine how the word would be hyphenated by PageStream given the current rules and exceptions. Choose Find to locate the word in the hyphenation dictionary.*
3. Indicate how the word should be hyphenated.  
*Type forward slashes (/) to indicate where an automatic hyphen should be placed if required.*
4. Choose Add.  
*Choose the Add button to add the new or modified word to the hyphenation dictionary.*

The word will not be added if it is already in the dictionary with the same hyphenation points, nor will it be added if the hyphenation rules hyphenate the word correctly. If the word is in the dictionary with different hyphenation points it will be replaced.

❖ Note that changes made will be saved to disk after exiting the dialog box. You will be prompted to confirm rewriting of the hyphenation dictionary.

Words can be deleted from the hyphenation dictionary with the Delete button. Deleted words will be hyphenated according to the hyphenation rules.



## Adding Dictionaries

Several words may be added at once by storing them in an ASCII text file. The words should be stored one word to a line with forward slashes to indicate hyphenation points.

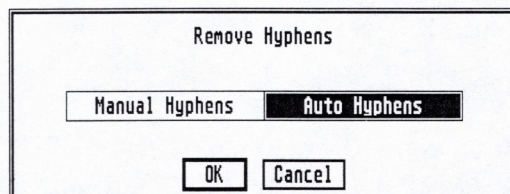
The steps to add a dictionary of words to the hyphenation dictionary are:

1. Hold down Shift and select Edit Hyphen Exceptions.  
*A file selector will open.*
2. Enter the name of the ASCII text file.  
*Select the correct path and filename. Click on OK. The file will be merged with the PageStream hyphenation dictionary. The time to process the file will depend on the number of words in the file.*

## Removing Hyphens

You may decide that a body of text would be better without hyphens, or that a word should not be hyphenated in a specific instance.

1. Select a body of text.  
*Highlight a body of text with the mouse cursor or select a column or text object with the Pointer tool.*
2. Select Manual Hyphenate.  
*A dialog box will appear.*
3. Click on the type(s) of hyphenation to remove.  
*Auto Hyphens are discretionary hyphens set with the Batch Hyphenate command. Selected (blackened) hyphenation will be removed.*
4. Click on OK.





## Document Formatting

Short documents are normally formatted using only PageStream's attribute commands. It is easy to change the formatting of a one or two page document by highlighting and changing the attributes of paragraphs and headlines. Long documents present a challenge to the designer because it can be difficult to keep the formatting uniform over many pages.

### Style Sheets

PageStream offers *style sheets* to format a complete document. A style sheet is a description of a document's formatting. Each type of text is formatted separately with a *tag*.

Tags are created for each type of text in a document with the Tag command. A tag is a collection of set attributes named for the text it is used to format. Each tag can define any number of the text attributes although it is not necessary to define all of the attributes.

The group of tags used in a document makes up the style sheet. The style sheet is saved with the document but may also be exported for use in other documents. Saved style sheets may be loaded and appended to the style sheet of an open document.

Up to 255 tags may be defined in a document style sheet. Tags are normally defined for each different body of formatted text. For example, a document's style sheet might have five tags: Headers, Body Text, Steps, Substeps and Captions. The typeface, size, leading, character spacing, indentation and paragraph formatting might be defined in each tag.

Tags take precedence over manually set attributes. For example, if you italicize a paragraph of text and then tag it with a bold tag, the paragraph will be only bold because italics were not set in the tag. If you do not define an attribute in a tag, a manually applied attribute will not be changed.

Attributes cannot be applied over tags. If you format text with a tag using CS Times and then try to change the text manually to Garamond Antiqua, the text will not be changed because the tag takes precedence. If the tag is later removed the tag will revert to Garamond because manually applied attributes are not lost.

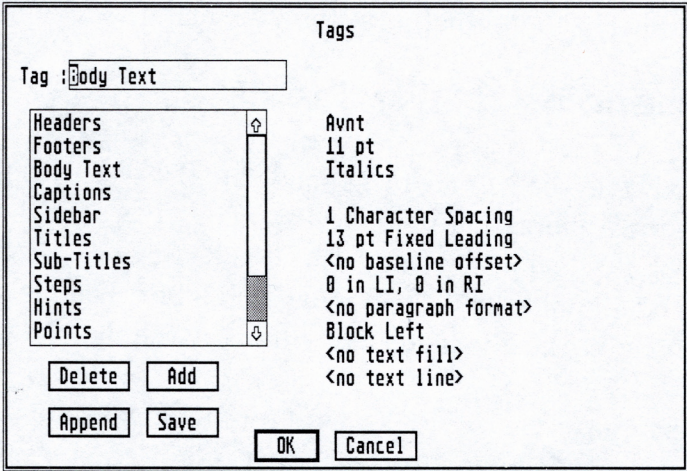


Like any attribute, tags may be applied to text before or after it is entered. If you know which tag you want to use before typing or importing the text, simply select the tag and enter the text. If you want to tag a body of text after entering it, highlight the text with the mouse cursor or select the text column or text object with the Pointer tool.

❖ You should avoid defining styles in tags for body text because you may want to have individual italicized or bold words in a paragraph. For example, if a tag is defined using italics, no other style attributes may be applied to text formatted with that tag. Even normal is a style attribute. To leave the style undefined in a tag, do not select any style attributes.

Creating Tags

The Tag command from the Text menu is used to create, edit and delete tags. The command is also used to save and load style sheets. It opens a dialog box listing the tags defined for a document. Each tag has a list of defined and undefined attributes. The individual attribute dialog boxes are opened by clicking on the attribute names. The attributes themselves are set as if the attribute command had been selected from a menu header. After clicking on OK or Cancel, the Tag dialog box will reappear.



The steps to create a new tag or to change an existing tag are:

- 1. Select the Tag command from the Text menu.  
*The Tag dialog box will open.*



2. Choose a tag.

*Enter a name for the new tag or select an existing tag and change the name to create a tag with similar attributes. To change a tag simply click on the name of the one to change.*

3. Set the attributes.

*Click on any of the attribute prompts to activate its associated dialog box. Make your changes and click on OK to return to the Tag dialog box.*

4. Choose Add.

*The tag will be added to the document's style sheet. If the tag already exists, the changes made will be saved.*

❖ When you change a tag, any text tagged with it will also change.

To delete a tag, click on its name and select the Delete button. The tag will be removed from the document's style sheet.

### **Saving a Style Sheet**

A document's tags may be exported from the document file as a style sheet. To save a style sheet, select the Save button from the Tag dialog box. A file selector will open to save the style sheet. Enter a file name and click on OK. Style sheets are normally saved in the path for documents.

### **Appending a Style Sheet**

Saved style sheets may be appended to the style sheet of an open document with the Append button in the Tag dialog box. This button will open a file selector. Select a saved style sheet and click on OK. The style sheet will be appended to the style sheet in use. If an identical tag name exists in both documents, the appended tag will overwrite the old.

Appending style sheets is useful for moving a style sheet from a model document into a document in which text and/or graphics has already been entered. Rather than attempting to match the formatting of an existing document, simply export the style sheet and append it to the new document.



## Replacing Attributes

The Replace Attributes command from the Edit menu is used to search and replace text attributes. For instance, you could search for all bold Palatino 15 text and replace it with italicized Times 13. The attributes searched for do not have to be the attributes replaced. Any set of attributes may be replaced with any other set.

The command opens a dialog box in which you can set the search and replace criteria for all text attributes. Each search and replacement criterion is specified, as needed, by clicking on its name which opens the appropriate attribute dialog boxes. You can also search and replace tags. Tags take precedence over regular attributes for any replacement operations.

| Search and Replace Attributes |                        |
|-------------------------------|------------------------|
| Search For                    | Replace With           |
| <no tag>                      | Captions               |
| Chan                          | <no font>              |
| 12 pt                         | <no point size>        |
| <no styles>                   | <no styles>            |
| 4 Character Spacing           | <no character spacing> |
| 8 pt Line Spacing             | <no line spacing>      |
| <no baseline offset>          | <no baseline offset>   |
| <no margin indent>            | <no margin indent>     |
| <no paragraph format>         | <no paragraph format>  |
| <no justification>            | <no justification>     |
| <no text fill>                | <no text fill>         |
| <no text line>                | <no text line>         |

OK Cancel

Those attributes not defined in the Replace With list will not be affected unless you are replacing with a tag that defines those attributes.

Replace Attributes may be used on text highlighted with the mouse cursor or on a text column or object selected with the Pointer tool.



## Exporting Text

The Export Text command from the File menu is used to save text created within PageStream in standard text format for use in other programs.

The steps to export text are:

1. Select a body of text.

*Highlight a body of text with the mouse cursor or select a column or text object with the Pointer tool.*

2. Select Export Text from the File menu.

3. Enter a name for the new text file in the file selector.

*Click on OK.*

4. The Export dialog box will open. Select the export format.

*Click on OK to export the text.*

❖ The only export module available saves text in ASCII format. This can be imported by any word processor or desktop publisher.



3



# • *Working with Graphics*

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# Chapter 3:

## Working with Graphics

### Types of Graphics

#### Bitmap Pictures and Object Drawings

There are two types of graphics for personal computers:

- bitmap (raster) pictures
- object (vector) drawings



*bitmap picture of owl  
scanned by Carl Stanford.*



*object drawing of holly  
by Ardythe Crawford.*

Bitmap or raster pictures are graphic images in which each pixel or dot of a picture is stored as a separate bit of data. The picture file describes the color of each pixel in a rectangular grid. The picture can only be manipulated as a single unit because there is no way to separate elements within the picture. Bitmap pictures may be edited in paint programs such as Degas Elite and TouchUp, and may also be created with scanners and digitizers.

Object drawings, or vector graphics, are a group of object components stored as points, lines and arcs. Each line, box or circle is defined separately in terms of coordinates, color, line width and fill pattern. Because each object component in a drawing is defined separately, a drawing may be manipulated as a unit, or as individual components. An example of a program which creates object drawings is Easy Draw.

Both graphic types have different purposes. It is easier to create realistic bitmap pictures and to scan existing artwork than to create realistic object drawings. However, when bitmap pictures are enlarged or compressed, jagged edges (jaggies) can appear or detail can be lost. Object drawings may be resized without loss of detail and always have smooth edges. Unfortunately, each type of graphic can be stored in a variety of file formats.



PageStream can import many Atari, Macintosh, PC and Amiga graphic formats. IMG (Digital Research GEM Image format) is the standard Atari bitmap format for monochrome pictures. Color IMG files are becoming available with the release of the TT series. TIFF (a widely used PC format) and IFF (Amiga Interchange File Format) are more common formats for color pictures.

The Atari object drawing standard is GEM (Digital Research Graphic Environment Manager) format. While it is widely used, Atari has not adapted newer versions of the GEM standard which include Bézier curves. GEM 3 illustrations created on MS-DOS machines may not import properly into PageStream because they do not adhere to the GEM 1 Atari standard.

## Encapsulated PostScript Graphics

There is a third graphics type called Encapsulated PostScript (EPS) which may only be used in conjunction with a PostScript compatible printer. EPS files are shells for bitmap or object graphics but are almost exclusively used for advanced object drawings such as the Digit Art series from Soft-Logik. PostScript offers a wide variety of effects unavailable in some object format which provide increased realism and detail.

- ❖ “What is clip art?” Clip art is any type or form of graphics distributed for use in other work. It is referred to as clip art because actual books of art were sold for clipping and pasting onto pages before desktop publishing. These paper books have been replaced by disk volumes. Clip art is available from commercial and public domain sources.



# Entering Graphics

There are two ways to enter graphics into PageStream:

- create the graphics within PageStream
- import the graphics from a disk file

PageStream can create object drawings with its built-in drawing tools much like a drawing program. Each component of the drawing will remain a separate object unless grouped with other objects with the Group command. These objects are not in any format but are simply page elements.

Drawings may also be imported from other programs. Drawings are imported as groups and are treated as grouped page elements after importing. They can be separated into individual elements with the Ungroup command.

Bitmap pictures must be imported into PageStream because PageStream does not have painting tools of its own. Once imported, pictures are treated as a block of data by PageStream and can be enlarged, compressed or rotated. Pictures can be clipped if imported into a picture window, but all other editing must be done in a paint program.

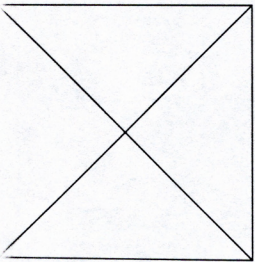
Encapsulated PostScript graphics cannot be viewed on the Atari screen because a PostScript interpreter is required. Some PostScript files have low resolution *headers* to help layout the page. There are three common types of PostScript files:

- EPSF: no headers
- EPS: TIFF headers
- Macintosh EPS: PICT headers

PageStream will display EPSF files as rectangles with a diagonal cross. EPS files with TIFF headers can be imported with or without the header intact. PageStream will show the headers when the Show Pictures toggle is active so the drawing will appear as an ordinary bitmap picture. When Show Pictures is toggled off the drawing will be displayed as a crossed rectangle.

Macintosh EPS files have PICT headers which cannot be displayed by PageStream 2. The headers will be stripped out and the files displayed as crossed rectangles.

❖ If you import a bitmap picture and it is not visible on screen, the Show Pictures toggle from the View menu is not active. Select this command to show the pictures.



EPSF, Macintosh EPS and EPS (TIFF header) drawings are displayed as rectangles with crosses on screen. EPS with TIFF headers may also use the TIFF bitmap for screen display to aid in page layout.

## 3.3 Working with Graphics



## Importing Graphics

The Import Graphics command from the File menu enters graphics into PageStream from disk files produced with other applications. File formats currently supported are:

### *Bitmap Pictures*



IMG: For pictures stored in the Digital Research Image file format.

IFF: For HAM, ILBM, and 24 bit (16 million color) pictures stored in the Amiga Interchange File Format.

TIFF: For pictures stored in the Tagged Image File Format. This module will import all types of TIFF mono and color images.

MACPAINT: For pictures stored in the MacPaint file format.

GIF: For pictures stored in CompuServe's Graphic Interchange Format.

DEGAS: For pictures stored in Degas file format. Compressed files are imported with the DEGASC driver.

PCX: For pictures stored in the PC PaintBrush file format.

NEO: For pictures stored in NeoChrome file format.

TNY: For pictures stored in Tiny format.

### *Object Drawings*

GEM Metafile: For drawings stored in Digital Research GEM metafile format.

DR2D: For drawings stored in the Amiga IFF Drawing 2 Dimensional format.

AEGIS: For drawings stored in Amiga Aegis Draw 2000 format.

PRODRAW: For drawings stored in the Gold Disk Professional Draw Clip format for the Amiga.

### *PostScript*

EPS: For illustrations saved in Encapsulated PostScript format. These images are referred to as EPSF files.

MACEPS: MacIntosh EPS files generally have PICT headers which PageStream will ignore when importing.

IBMEPS: Some MS-DOS EPS files have TIFF headers which PageStream can use for the screen display.

❖ There may be additional modules on the disks. (See the READ.ME file on your program disk.)

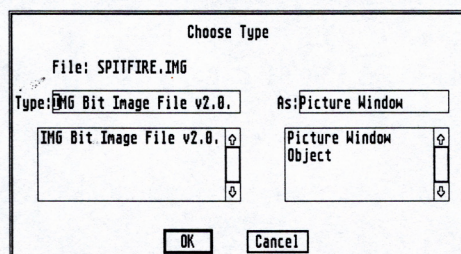
## 3.4 Working with Graphics



- ❖ Some bitmap files are compressed to save disk space. If you have problems importing a picture it is most likely expanding beyond available memory.
- ❖ Bitmap file types are *screen dependent* or *independent*. Screen independent formats can be any size horizontally and vertically. IFF, TIFF and IMG are independent formats. Screen dependent files are the same size as the screen resolution (ie: 640x400, 320x200). They cannot be smaller or larger in either dimension even if the picture itself is very small. Dependent formats are not suitable for professional use.
- ❖ Color bitmap pictures are imported with their colors intact but are shown on screen in black and white. PageStream will dither them to achieve a gray scale effect when printed in monochrome. They can be printed in color on color printers and can be color separated.
- ❖ Colors used in imported object drawings will be appended to the PageStream color palette when imported. Save the color palette to use the colors within PageStream in the future.
- ❖ IFF picture files do not store the original resolution. IFF pictures are imported at screen resolution (approx. 65 dpi). To import IFF pictures at a specific resolution replace the Picture Window text string in the As: text field of the Choose Type dialog box with dpi=xxx,yyy where xxx and yyy are the horizontal and vertical resolutions.

### Steps to Import Graphics

When you select Import Graphics from the File menu, a file selector opens to select a file to import. After selecting a file, the Choose Type dialog box opens to specify the file type and how it should be imported. The Type selector is used to specify the type of graphic file to import. Only one option will appear in this selector if PageStream can differentiate the file type. If more than one option appears select the correct type with the mouse pointer.



## 3.5 Working with Graphics



Bitmap graphics may be imported into a picture window for clipping or directly into a document as an object, or page element. Select the appropriate option from the As selector with the left mouse button. Object drawings are always imported as objects. The As selector is used to choose the actual Clip from Clip libraries when importing Amiga Professional Draw graphics.

Picture windows are standard GEM windows used for cropping bitmap pictures. Picture windows cannot be saved, but the picture contained within may be clipped to copy a portion of it to a regular document window.

- ❖ If you do not release the left mouse button when pasting an object you can drag the mouse to define the image size. This is useful if you want the image to fit into a particular area. If you hold down Shift while dragging the mouse the picture will retain its original aspect, or X:Y dimension ratio. If you hold down Control the image will retain its original horizontal size and if you hold down Alternate the image will retain its original vertical size.
- ❖ Hold down Control and Alternate while pasting an object and the pasted object will revert to its original size.

The steps to import graphics are:

1. Select Import Graphics from the File menu.
2. Select the graphics file.  
*Use the file selector to select the image file. Click on OK.*
3. Select the file type.  
*Click on the file type in the Choose Type selector.*
4. Select the import method.  
*Click on the import method in the As selector. Bitmap pictures can be imported as objects or into picture windows. Object drawings and EPSF are imported as objects. EPS with TIFF headers may be imported with or without headers. Click on OK.*
5. Paste or clip the image.  
*If you import the image as an object the mouse pointer will change to a picture frame for pasting. Paste the picture by clicking the left mouse button on the page. If a window is not active the picture can be pasted later with the Paste command. If you import a bitmap picture into a picture window the picture will appear in the window after the file has loaded for clipping.*

### 3.6 Working with Graphics



- ❖ Object drawings are imported as groups. Select Ungroup from the Edit menu to separate them into individual elements.

The steps to clip a picture in a picture window are:

1. Import a bitmap picture into a picture window.  
*The window will open and the mouseform will change to a drawing crosshair.*
2. Define the clip area.  
*Draw a clip area with the left mouse button. Click once at the upper left corner of the region to crop. Move the mouse to the bottom right corner and click again to define the area. Press Esc U to erase the clip area and draw a different area if desired.*
3. Copy the clip area to the buffer and paste it in a document.  
*Select the Copy command from the Edit menu. Select Paste and click the mouse button to paste the clip.*

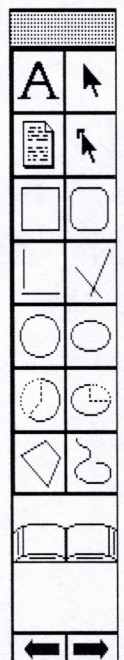
- ❖ To select the entire picture for copying to the buffer, choose **Select All**.

## Drawing Tools

The drawing tools in the PageStream toolbox are used to create object drawings. Selecting a tool will change the mouseform to a drawing crosshair.

The steps, in general, to create a graphic object are:

1. Select a drawing tool.  
*The mouseform will change to a crosshair.*
2. Position the crosshair on the page.
3. Click the left mouse button to set the starting point.  
*Hold down the button for freehand drawing and Bézier curves.*
3. Move the mouse.  
*Move the mouse until the element outline is the desired size.*
4. Click the left mouse button to finish the object.  
*Release the button to finish freehand drawings or Bézier curves. Continue clicking to define additional lines of polygons. Click twice to end polygons.*

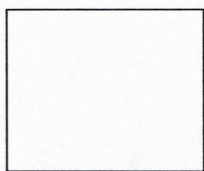




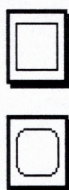
# Three

Once you have created an object with a drawing tool, it may be manipulated as an object. It may be filled, rotated, moved, resized or edited.

## The Box Tools



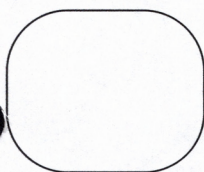
box



There are two tools for drawing boxes. The first is the Box tool used for drawing boxes with square corners. The Rounded Box tool is used for drawing round cornered boxes. The resulting elements are similar, though, for a square cornered box is simply a round cornered box with corner radii of zero.

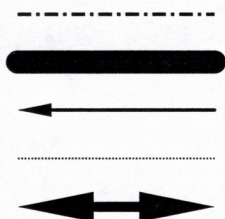
Boxes are created with two mouse clicks. The first defines one corner of the box and the second defines the diagonally opposite corner. The size of the box is indicated by an outline image as the mouse is moved.

The default corner radii for rounded boxes is 0.1 inches. These may be changed for individual elements with the Edit Coordinates command.

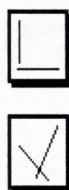


rounded box

## The Lines Tools



various line styles



There are two tools for drawing lines. The X/Y Lines tool is used for drawing lines in the horizontal and vertical planes only. The Lines tool is used for drawing lines at any angle.

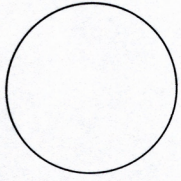
Lines are created with two mouse clicks to define the endpoints. Click once for the first point, move the mouse to the endpoint and click a second time.

The points selected will be the actual endpoints for lines drawn with the Lines tool. The line will always be drawn between the two endpoints regardless of their relative position. Lines drawn with the X/Y Lines tool will snap to a vertical or horizontal position when the second click is made. The line snaps to the horizontal or vertical axis, whichever is more appropriate at the time of the second click.

It is important to note that once created, X/Y lines and normal lines are not the same. Horizontal and vertical lines created with the X/Y Lines tool cannot be made into diagonal lines with the sizing handles. Lines created with the Lines tool may be resized in any direction by either means.



## The Circle and Ellipse Tools



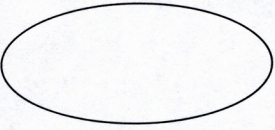
circle



There are two tools used for drawing circular objects. The Circle tool is used to create true circles. The Ellipse tool is used to create ellipses (circular objects with different X and Y radii).



Circular drawing elements are drawn with two mouse clicks. The first defines the center of the object and the second defines the radius.



ellipse

Arcs and elliptical arcs are subsets of circles and ellipses so circles and ellipses may be converted into arcs with the Edit Coordinates command.

## The Arc Tools



circular arc



There are two tools for creating arcs. The first is the Circular Arc tool which is represented by the partial circle icon. It is used to create circular arcs, which are portions of the circumference of a circle. The second is the Elliptical Arc tool which is represented by the partial ellipse icon. It is used to create elliptical arcs, which are portions of the circumference of an ellipse.



The angles of arc for circular objects in PageStream are computed in a counterclockwise direction. 0° is at the 3:00 position, 90° is at the 12:00, 180° is at 9:00 and 270° is at the 6:00 position. This follows the standard set by drawing protractors.



elliptical arc

The steps to draw circular arcs are:

1. Select the Circular Arc tool from the toolbox.

*The mouse pointer will change to a crosshair. Position it at the center point of the circular arc and click the left mouse button.*

2. Define the radius and beginning angle.

*Move the mouse. An outline image will follow. A line will join the center of the circle and its perimeter to indicate the beginning angle. Click the mouse button to define the radius and the beginning angle of the arc to be drawn.*

3. Define the arc.

*Move the mouse. The amount of arc for that mouse position will be displayed. Click the mouse button when the desired amount of arc is displayed to define the ending angle of the arc.*



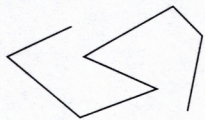
The steps to draw elliptical arcs are:

1. Select the Elliptical Arc tool from the toolbox.  
*The mouse pointer will change to a crosshair. Position it at the center point of the elliptical arc and click the left mouse button.*
2. Define the X and Y radii.  
*Move the mouse. An outline image will follow. Click the left mouse button to define the X and Y radii.*
3. Define the beginning angle.  
*Move the mouse. A line linking the crosshair and the center of the ellipse indicates the beginning angle of the arc. Click the left mouse button to start the arc.*
4. Define the arc.  
*Move the mouse. The amount of arc for that mouse position will be displayed. Click the left mouse button when the desired amount of arc is displayed to define the ending angle of the arc.*

## The Polygon Tool



polygon



polyline



Bézier curve

The Polygon tool is used to create polygons, polylines and Bézier curves. Polygons are multi-sided closed objects while polylines are open objects. Bézier curves are compound mathematical arcs which cannot be defined with an algebraic equation.

Polygons are created by setting the vertices, or corners. The first click starts a line to define the first side. The second completes the first side and starts a line to define the second side, and so on. The same process is used for creating polylines.

The only difference between polygons and polylines is that polygons are closed objects. To close a polygon, click twice (do not double click) near the start point. PageStream will sense the start point and will pull the ending line to meet it. To end a polyline, click twice at the last point. Double clicking (clicking twice in quick succession) will not register the end of a polyline or polygon.

❖ Polygons and polylines may be reshaped with the Reshape tool. They can be resized or edited since they have X and Y coordinates, but the coordinates are for the object as a whole. This is different from reshaping them.



- ❖ If a polyline is filled PageStream will fill it up to an imaginary line connecting its starting and ending points.

Bézier curves are defined as a starting and ending point, with two control points defining the compound of the curve. They are drawn as part of polygons and polylines. To draw a Bézier curve, drag the mouse instead of releasing it after clicking at the endpoint of a line segment. The curve will be defined by the movement of the crosshair from the straight line. Click the mouse near the endpoint of the curve segment, or near the endpoint of the last line segment if the curve is part of a polygon or polyline, to end the object.

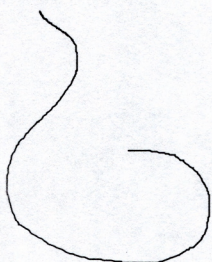
Bézier curves may be reshaped in reshape mode. Size handles will appear at the endpoints and two curve handles will define the curve's control points. The curve handles may be moved to alter the compound of the curve.

## ***The Freehand Tool***



The freehand drawing feature is used to simulate drawing with a pencil or pen. To draw a freehand object drag the mouse across the screen while holding down the left mouse button. A line will be drawn following the mouse pointer. Release the mouse button to end the line.

It is recommended that freehand drawing be done at a magnification greater than actual to produce smoother lines. Freehand drawings have X and Y coordinates and may be resized or edited, but they cannot be reshaped or filled.



freehand



# Manipulating Pictures

Bitmap pictures have parameters which define how the picture will be printed. These are the screen angle, the screen frequency and the color separation toggle. The parameters are set with the Edit Coordinates command.

Pictures use halftone screens to produce shading. A screen is made up of small round dots. Traditional phototypesetting created halftone images by placing an actual screen between the camera lens and the picture. PageStream creates screens automatically but the user can set the angle and frequency attributes.

The frequency of a halftone screen is the measurement of how many lines of dots fit in one inch. Screen angle refers to the rotation of the dots which make up the halftone. To change the frequency or angle, select a bitmap picture with the Pointer tool and choose the Edit Coordinates command from the Object menu. Enter the values for frequency and angle and click on OK. The Edit Coordinates dialog box also allows toggling between Separable and Mechanical color separations.

## Screen Frequency

Frequency is the measurement of how many lines of halftone dots fit in an inch and is measured in lines per inch. PageStream initially assigns a special default of --- LPI to imported pictures. This will print the picture at the best possible lines per inch for the printer driver used.

Halftone dots are constant in spacing or frequency for a picture. Generally, the best available frequency for the printer and duplication method employed should be used throughout a document, although a different frequency can be applied to each image.

Newspapers are generally printed at frequencies of 65 to 100 LPI depending on the printing method. Magazines require higher quality output and are printed at 120 to 150 LPI. Frequencies up to 300 LPI may be needed for some color work. Dot matrix, ink jet and non-PostScript laser printer owners should use the default value of --- LPI. PageStream will optimize the frequency for the printer. Frequency is important for PostScript laser and imagester users because PostScript is independent of the printed resolution. If you use a PostScript printer consult your manual for the optimum frequency.



The steps to change the screen frequency of a bitmap picture are:



1. Select the Pointer tool.

*The mouseform will change to a pointer.*

2. Select a bitmap picture.

*Size handles will appear around the picture.*

3. Select Edit Coordinates from the Object menu.

*The Edit Coordinates dialog box will open.*

4. Enter the screen frequency.

*Type the frequency into the frequency text field. Do not type the LPI units.*

5. Click on OK.

**Edit Coordinates**

|                                                                                                        |                                                                                                |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Left Edge: <input style="width: 80px;" type="text" value="1.5 in"/>                                    | Top Edge: <input style="width: 80px;" type="text" value="1 in"/>                               |
| <input checked="" type="checkbox"/> Right Edge: <input style="width: 80px;" type="text" value="3 in"/> | <input type="checkbox"/> Bottom Edge: <input style="width: 80px;" type="text" value="2.2 in"/> |
| <input type="checkbox"/> Width: <input style="width: 80px;" type="text" value="1.5 in"/>               | <input type="checkbox"/> Height: <input style="width: 80px;" type="text" value="1.2 in"/>      |
| <input type="checkbox"/> % of Width: <input style="width: 80px;" type="text" value="98"/>              | <input type="checkbox"/> % of Height: <input style="width: 80px;" type="text" value="105"/>    |
| Screen Angle: <input style="width: 80px;" type="text" value="---"/>                                    | <input checked="" type="checkbox"/> Separable<br><input type="checkbox"/> Mechanical           |
| Screen Frequency: <input style="width: 80px;" type="text" value="120"/>                                |                                                                                                |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/>                                |                                                                                                |

## Screen Angle

The lines of halftone dots which make up a bitmap picture may be rotated at different angles. PageStream assigns a special default of --- degrees which is suitable for most pictures. PageStream cannot change the screen angle for the four primary colors independently; however, the screen angles for all colors may be changed as one.

Screen angle settings vary depending on the picture type, source and resolution. You may find a particular picture prints with a moiré pattern (a visual effect where the lines of dots seem curved). Changing the screen angle will usually improve the appearance of the picture. Screen angle is most important for scanned photographs.



The steps to change the screen angle of a bitmap picture are:



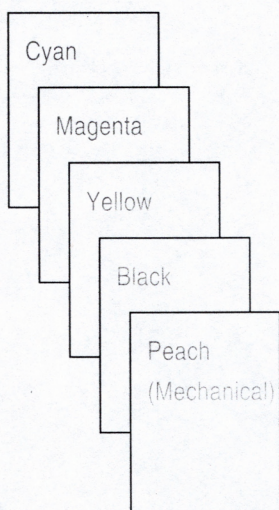
1. Select the Pointer tool.  
*The mouseform will change to a pointer.*
2. Select a bitmap picture.  
*Size handles will appear around the picture to show it is selected.*
3. Select Edit Coordinates from the Object menu.  
*The Edit Coordinates dialog box will open.*
4. Enter the screen angle.  
*Type the angle into the angle text gadget. Do not type the degree units.*
5. Click on OK.

## Color Separating Bitmap Pictures

Color pictures are imported into PageStream with their color palettes intact although they are displayed on the screen in black and white. If **Separable** is selected from the Edit Coordinates dialog box the picture will be separated into the primary cyan, magenta, yellow and black components when printed. The 4-Color Separation option must also be selected from the Print dialog box to color separate the document.

If **Mechanical** is selected, the picture will be separated into its individual colors. For example, a sixteen color picture would print sixteen separations; one for each of its colors. Pictures may be mechanically separated even if the document is four color separated. Additional separations will be printed for each picture color. Mechanical separations should not be selected for pictures with large color palettes because the cost to print them would be excessively high.

- ❖ The Separable/Mechanical toggle is ignored for monochrome pictures because they cannot be color separated.





## Export Graphics

Desktop publishers are not intended to be sophisticated drawing and painting programs. Other software packages should be used in conjunction with a desktop publisher for a complete publishing system. However, PageStream can export bitmap graphics in picture windows.

The Export Graphics command from the File menu opens a dialog box to specify the graphics format to export. At this time, only Degas format is supported.

The steps to export graphics are:

1. Select Export Graphics from the File menu.

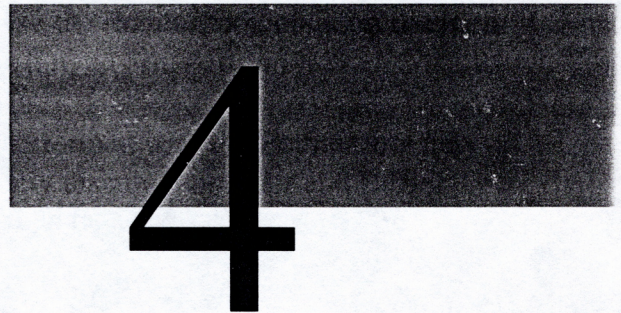
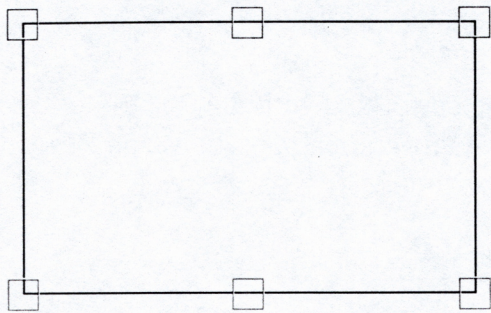
2. Enter a filename.

*Use the file selector to enter a filename and path. Click on OK.*

3. Select the file type.

*Click on the file type to save in the Choose Type selector. Click on OK.*





- ***Working with Elements***

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# Chapter 4:

## Working with Elements

### The Pointer Tool

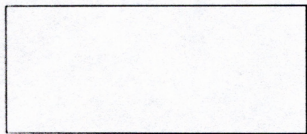


One of the most important things to learn about PageStream is that everything on a page is an element: text columns, text objects, object drawings, bitmap pictures and PostScript images. The Pointer tool is used to move, resize and manipulate page elements. To use the Pointer tool, click on the icon in the toolbox. The mouseform will switch to an arrow, or *pointer*.

❖ Most of the commands which can be performed with the Pointer tool may also be done with the Reshape tool. Only resizing polygons and Bézier curves can be done with the Reshape tool.

### Selecting Elements

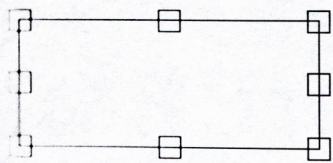
Page elements, or objects must be selected before they can be manipulated. When an element is selected, size handles will appear at its corners and at the mid-points of its sides.



an unselected rectangle

There are three ways to select objects:

- by clicking on them with the Pointer tool
- by lassoing them with the Pointer tool
- by using the Select All command from the Edit menu



a selected rectangle

### Pointer Selection

The most common way to select an object is to click on it with the mouse pointer. The steps to select an element with the pointer are:



1. Select the Pointer tool from the toolbox.
2. Position the mouse pointer over an element.



3. Click the left mouse button.

*Size handles will appear indicating that it is selected.*

- ❖ Additional elements can be selected at the same time. Click on additional elements while holding down a Shift key. Clicking on a previously selected object while holding down Shift will deselect it.
- ❖ Unfilled elements (those with a clear fill style) cannot be selected by clicking in the center of them. The mouse pointer must be positioned over the perimeter of the object. Objects filled with a pattern may be selected by clicking anywhere on the object.
- ❖ If the desired element is stacked underneath other elements you cannot select it with the mouse pointer in the regular manner. Move the top elements to the back with the Send to Back command, or select the group of elements with the lasso approach and deselect the top elements. You can also select the bottom element by holding down the control key when you select with the mouse pointer.

## Lasso Selection

Selecting several elements is often quicker with the lasso approach. The steps to lasso objects are:

1. Select the Pointer tool from the toolbox.
2. Lasso elements by dragging the mouse pointer.

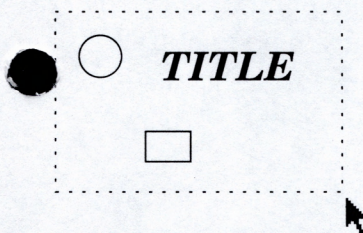
*Hold down the left mouse button and drag the mouse down to the right of the area to be lassoed. An expanding box will grow as the mouse is dragged.*

3. Release the mouse button.

*Release the mouse button when the box surrounds the objects. Size handles will appear around all selected elements.*

- ❖ Only elements with corners inside the expanding box will be selected.

When you start to lasso objects the initial mouse position must not be over an object or the object will be selected and moved. To begin a lasso selection over an object, hold down the Alt key. If the lassoed area includes undesired elements, they may be deselected by holding down Shift while clicking on them



*lasso elements with the mouse pointer*

## 4.2 Working with Elements



## Selecting All Elements

The third way to select page elements is with the Select All command from the Edit menu. The steps to select all the objects on a page are:



1. Select the Pointer tool from the toolbox.
2. Choose Select All from the Edit menu.

*Every element on the page will be selected. Each element will have size handles around it.*

- ❖ When you select the Pointer tool the last object created, imported, or modified will be automatically selected.
- ❖ To deselect all selected elements click the mouse pointer anywhere on the page where there are no objects.

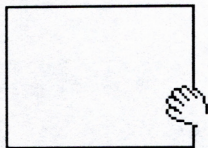
## Moving Elements

Once selected, an element may be moved by holding down the left mouse button and dragging the mouse. When an element is dragged the mouseform will change to an open hand and an outline of the object will move with it. The object will be redrawn at its new location when the mouse button is released.

- ❖ Note that the mouse button must be released between selecting and moving an object.

More than one element can be moved at once by selecting two or more elements and moving one of them. An outline box surrounding all the selected elements will follow the mouse pointer and all will be moved. Do not try to move the selected elements by dragging the mouse pointer from the blank space between them; this will deselect the elements. Moving one element when more than one is selected will move all of them.

If an element is so small that it is impossible to click on any portion of it except for the sizing squares, attempts to move it may result in accidental resizing. If this happens select Undo from the Edit menu to reverse the change. Zoom in on the element with Variable Zoom for additional accuracy or use Edit Coordinates to move the element manually.



move elements  
with the mouse

## 4.3 Working with Elements

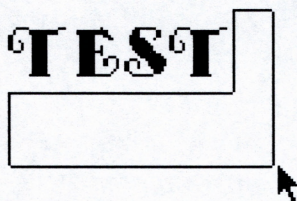


The steps to move an element are:



1. Select the Pointer tool from the toolbox.
2. Select an element with the mouse pointer.  
*Size handles will appear for the selected element.*
3. Drag the element with the mouse pointer.  
*Drag the element by holding down the left mouse button and moving the mouse pointer from the elements current position to its new location.*
4. Release the mouse button.  
*Release the left mouse button to redraw the element in its new position.*

## Sizing Elements



*Resize page elements by dragging a size handle.*

❖ *The handles will not be visible during dragging but the outline box will follow the mouse pointer.*

When an element is selected eight small squares called size handles appear around the element. These are used to resize an object. The coordinates of a page element may also be resized with the Edit Coordinates command from the Object menu.

Size handles appear at the corner and mid-points of objects. The corner handles allow resizing horizontally and vertically simultaneously. The mid-point handles are designed to freeze one direction while resizing the other.

If grouped objects are selected, size handles will appear at the corners and mid-points of the group. Resizing the group will resize the subcomponents proportionally.

The steps to resize an object with the sizing squares are:



1. Select the Pointer tool from the toolbox.
2. Select an element with the mouse pointer.  
*Size handles will appear for the selected element.*
3. Drag a size handle to resize the element.  
*Drag a size handle with the mouse pointer. An outline box will follow the pointer to indicate the new size.*
4. Release the mouse button.  
*Release the left mouse button to redraw the element at its new size.*

### 4.4 Working with Elements



- ❖ Note that resizing a text object and resizing a text column will produce different results. Text columns have defined right margins and their text will be reformatted for the new margins. Text objects are defined by width and height; therefore, resizing a text object will change the size of its text.

## Editing Elements Coordinates

The coordinates of page elements may be edited with the Edit Coordinates command from the Object menu. This command will open a dialog box to edit the coordinates of a selected element. The type of coordinates in the dialog box depend on the type of element selected.

The steps to edit the coordinates of an element are:



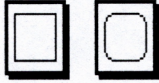
1. Select the Pointer tool.
2. Select a page element.  
*Click on a page element with the mouse pointer.*
3. Select the Edit Coordinates command.  
*Edit the dialog box text fields. Use the vertical arrow keys to switch text fields, the horizontal arrow keys to move within a text field and the Esc key to clear a string. Use the mouse pointer to click on the radio buttons to toggle between the forms of coordinate definition.*
3. Click on OK to accept the new values.

The Edit Coordinates dialog box for most elements allows definition of the top, bottom, left and right edges. Each element in PageStream is defined by these four coordinates. Alternatively, the width and height or the amount to resize may be specified. Setting the width and height is useful if you change the left and/or top edges and do not want to resize the element. Setting the amount to resize as a percentage of the element's size is useful for changing the size in set increments.

Radio buttons show which method is selected. Click on these boxes with the mouse pointer to change systems or enter a number in a text field and they will change automatically. The method in use when OK is selected will be used to redefine the coordinates of the element.



## Editing Box Coordinates



The Edit Coordinates dialog box for boxes is used to set the top, bottom, left and right edges of a selected box element. Boxes also have X and Y corner radiuses. A box drawn with the Box tool will have corner radiuses of zero so the corners will be square. A rounded box drawn with the Rounded Box tool will default to corner radiuses of 0.1 inches.

**Edit Coordinates**

Left Edge : 1.75 in    Top Edge : 1.25 in

☒ Right Edge: 2.75 in    Bottom Edge: 1.75 in

☐ Width : 1 in    Height : 0.5 in

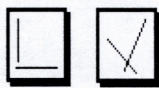
☐ % of Width: 100    % of Height: 100

Corner X Radius: 0 in

Corner Y Radius: 0 in

The corner radiuses of either type of box may be changed at any time with Edit Coordinates. Boxes may be changed into rounded boxes and vice versa.

## Editing Line Coordinates



The Edit Coordinates dialog box for lines is used to set the top, bottom, left and right edges of a selected line element. The width and height refer to the width and height of the element, not to the thickness of the line. (Line width is set with the Line Style command.)

**Edit Coordinates**

Left Edge : 1.75 in    Top Edge : 1.25 in

☒ Right Edge: 2.75 in    Bottom Edge: 1.25 in

☐ Width : 1 in    Height : 0 in

☐ % of Width: 100    % of Height: 100

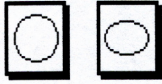
A line drawn with the X/Y Line tool has zero width or zero height. Resizing an X/Y line with the pointer or with Edit Coordinates will not change the line; horizontal lines may only be resized horizontally and vertical lines may only be resized vertically.

## 4.6 Working with Elements



Lines drawn with the Line tool may have any width or height and may be resized with the Pointer tool or with Edit Coordinates.

### ***Editing Circle, Ellipse and Arc Coordinates***



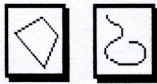
Circular elements do not have regular coordinates because they are defined with center and radius dimensions. If only a portion of a circle or ellipse is shown, the beginning and ending angles of the arc are defined. These are always 0° and 360° for a circle or ellipse.

Bézier curves are *not* circular elements. Bézier curves may not be defined with center and radius coordinates and are drawn with the Polygon tool.

| Edit Coordinates                                                        |                                       |           |                                      |
|-------------------------------------------------------------------------|---------------------------------------|-----------|--------------------------------------|
| X Center:                                                               | <input type="text" value="2.375 in"/> | Y Center: | <input type="text" value="1.5 in"/>  |
| X Radius:                                                               | <input type="text" value="0.375 in"/> | Y Radius: | <input type="text" value="0.25 in"/> |
| Beginning Angle: <input type="text" value="0"/>                         |                                       |           |                                      |
| Ending Angle : <input type="text" value="360"/>                         |                                       |           |                                      |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> |                                       |           |                                      |

Circular elements are defined with the standard system of degrees used by a protractor. 0° is at the 3:00 position, 90° at 12:00, 180° at 9:00 and 270° at the 6:00 position. Circles and ellipses may be converted to arcs and vice versa, by changing the beginning and ending angles.

### ***Editing Polygon, Bézier Curve and Freehand Coordinates***



These elements use the standard Edit Coordinates dialog box to set the top, bottom, left and right edges. Each of these elements have shapes which cannot be reshaped with the Edit Coordinates command. Changing the coordinates will compress or expand the element without altering the shape.

| Edit Coordinates                                                        |                                      |              |                                      |
|-------------------------------------------------------------------------|--------------------------------------|--------------|--------------------------------------|
| Left Edge :                                                             | <input type="text" value="2 in"/>    | Top Edge :   | <input type="text" value="1.25 in"/> |
| <input checked="" type="checkbox"/> Right Edge:                         | <input type="text" value="3.75 in"/> | Bottom Edge: | <input type="text" value="2.25 in"/> |
| <input type="checkbox"/> Width :                                        | <input type="text" value="1.75 in"/> | Height :     | <input type="text" value="1 in"/>    |
| <input type="checkbox"/> % of Width:                                    | <input type="text" value="100"/>     | % of Height: | <input type="text" value="100"/>     |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> |                                      |              |                                      |



## ***Editing Object Drawing Coordinates***

Object drawings imported into PageStream may be ungrouped into individual elements. Each of these elements can be resized with the Pointer tool or with the Edit Coordinates command in the same manner as elements drawn with the toolbox.

GEM and Aegis format drawings can contain any type of drawing element except Bézier curves. Some GEM programs using the Digital Research GEM/3 standard will produce GEM graphics which could be incompatible with the PageStream import module (see the Read Me file on your disks), which currently is based on the GEM/2 format.

Amiga DR2D format drawings can contain any type of drawing element including Bézier curves. These may be edited with the Edit Coordinates command as if they had been drawn in PageStream.

Amiga Professional Draw Clip format drawings are made up entirely of Bézier curves. Lines are actually straight curves and boxes are made up of four straight curves. PageStream converts the Bézier curves into normal lines without curve handles when they are imported so ProDraw lines may be resized in the same manner as any other lines. Boxes and polygons remain a series of Bézier curves with the curve handles on top of the size handles. Boxes and polygons should be resized with the Pointer tool, not the Reshape tool, to avoid distorting the shape of the element. ProDraw polygons may be reshaped with the Reshape tool but the curve handles and size handles must be moved to the same point to maintain straight lines.

❖ Note that drawings are imported into PageStream as groups. Ungroup selected drawings with the Ungroup command to edit individual elements.

## ***Editing Bitmap Picture Coordinates***

The Edit Coordinates dialog box for bitmap pictures is used to set the top, bottom, left and right edges, color separation method and screen variables. Bitmap pictures and the factors affecting them are discussed on page 3.12.

Resizing a bitmap picture does not crop the picture. PageStream will compress or expand the picture only. The amount of compression or expansion is shown in the % of Width and % of Height text gadgets in the Edit Coordinates dialog box.

## **4.8 Working with Elements**



# The Reshape Tool



The Reshape tool is used to alter the shape of polygons, polylines and Bézier curves. If another type of object is selected with the Reshape tool PageStream will act as if the Pointer tool was in use. To use the Reshape tool, click the left mouse button on the Reshape icon in the toolbox. The mouse-form will change to an arrow like the Pointer tool.

Every feature used with the Pointer tool is the same with the Reshape tool except that the size handles outlining polygon and Bézier curve elements are replaced with size handles at the vertices, and Bézier curves have curve handles to define the compound of the curve.

## Reshaping Polygons and Polylines

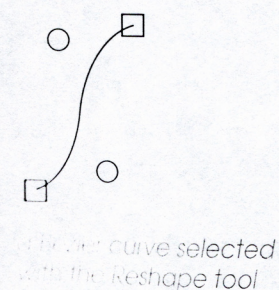
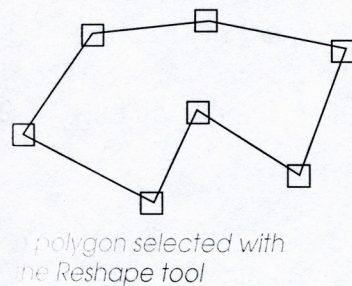
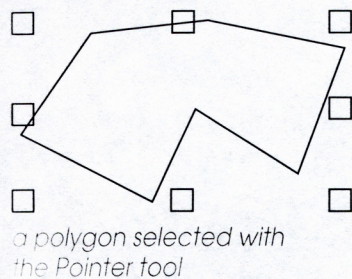
The steps to reshape a polygon are:

1. Select the Reshape tool from the toolbox.
2. Select a polygon with the mouse pointer.  
*Size handles will appear at the vertices.*
3. Drag a size handle to reshape the polygon.  
*Drag a size handle with the mouse pointer.*
4. Release the mouse button.  
*Release the left mouse button to reshape the polygon.*

## Reshaping Bézier Curves

The steps to reshape a Bézier curve are:

1. Select the Reshape tool from the toolbox.
2. Select a Bézier curve with the mouse pointer.  
*Size handles will appear at the endpoints of the curve and curve handles will appear at the control points of the curve.*
3. Drag a size handle or curve handle to reshape the Bézier curve.  
*Drag a size handle with the mouse pointer to move an endpoint or a curve handle to change the compound of the curve.*
4. Release the mouse button.  
*Release the left mouse button to reshape the Bézier curve.*





## Element Attributes

Page elements have four attributes. They are fill style, line style, fill color and line color. Color is set independently for the line and fill of an element and is selected from the Fill Style and Line Style dialog boxes.

Not every page element can be filled. Closed objects such as boxes, circles and polygons can be filled but lines and freehand drawings cannot be filled. Arcs are considered closed objects and will be filled as segments of a circle. Polylines are filled up to a straight line across the beginning and end points.

Text columns and text objects may also be filled. The fill color and fill style of text objects and columns are independent of the color and fill style of their text. For example, the column defaults are solid white and text object defaults are clear. However, the text in the columns and objects defaults to solid black. Setting the fill color and style of a text column or object changes the background, not the text. Text must be highlighted and changed with the Text tool to modify its fill style and color.

Changing the line style of a text object or column changes the column outline from a non-printing dashed line to a printing box. This is useful for examining page layout. Change the line style of columns back to style 0 before saving the document. Line styles applied to highlighted text have no effect.

Changing a bitmap picture's color and fill style changes its background and does not affect the picture or its color palette.

### Setting Element Attributes

The attributes of page elements may be set before or after creating them. To set the attributes of an element before creating it, select the appropriate command while a drawing tool is selected. Anything you create after this will have that attribute.

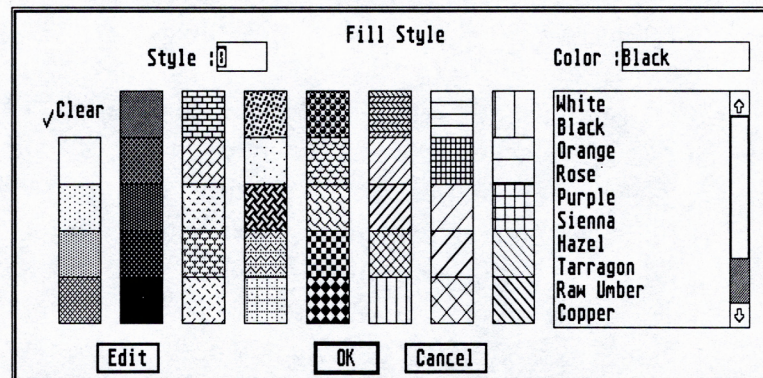
Attributes may be altered after creating elements by selecting them with the mouse pointer when the Pointer or Reshape tools are selected and then choosing the appropriate command. Changing the attributes of an element does not change the current attribute settings. (ie: If the current color is red and you change a selected box to blue, the current color setting will remain red.)



Element attributes may not be assigned to grouped elements. To change the attributes of a group, ungroup it, change the attribute while all its elements are selected, then regroup it. Multiple elements may be changed simultaneously, but only if they are ungrouped to their basic elements.

## Fill Style And Fill Color

To select a fill style, choose the Fill Style command from the Object menu. This command opens a dialog box which lets you select from 40 fill styles. The selected style is indicated with a checkmark.



Four types of fill styles are provided:

- |                 |                |                          |
|-----------------|----------------|--------------------------|
| • clear         | –style 0       | –for transparent objects |
| • user editable | –style 1       | –for any use             |
| • patterns      | –styles 2 –9   | –for shading (screens)   |
| • hatches       | –styles 10 –39 | –for special effects     |

The fill styles are numbered 0 to 39 starting at the top left and proceeding down the columns, then left to right. Style 0 does not have a box surrounding it in the dialog box.

To select a fill style, click the mouse pointer on the desired fill. A checkmark will appear beside it and the style number will appear in the Style: text field. Alternatively, type the style number into the text field.

## Screens

PageStream permits gray shading through the use of *screens*. Patterns 2 to 9 are actually predefined screens. To select a screen, enter a percentage in the Style: text field (ie: enter 25% for a 25% screen). Screens may be created in increments of one percent.

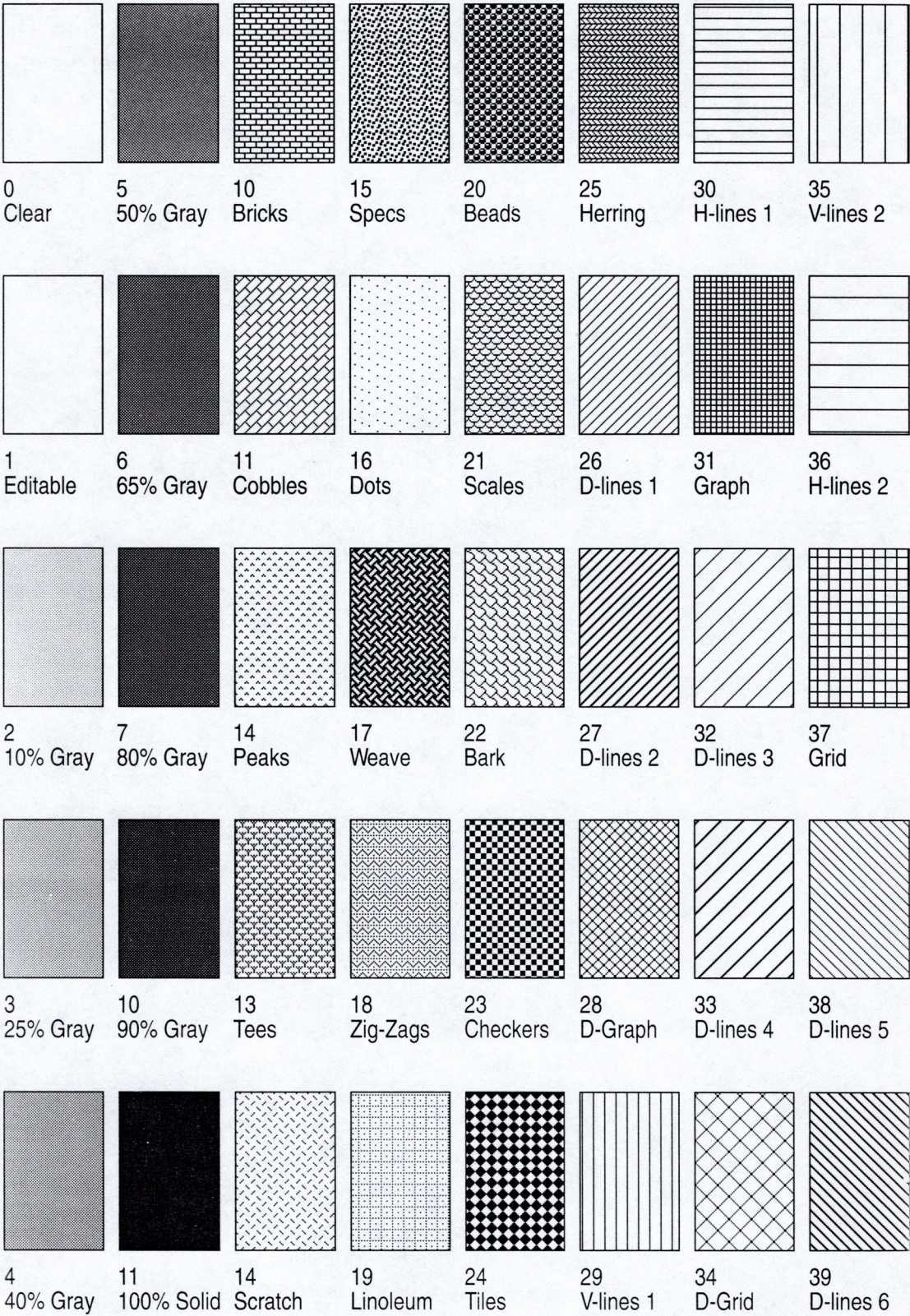


# Four

## PageStream Fill Styles

❖ PageStream offers 40 fill styles, including one editable style.

❖ The appearance of fill styles varies between printers.

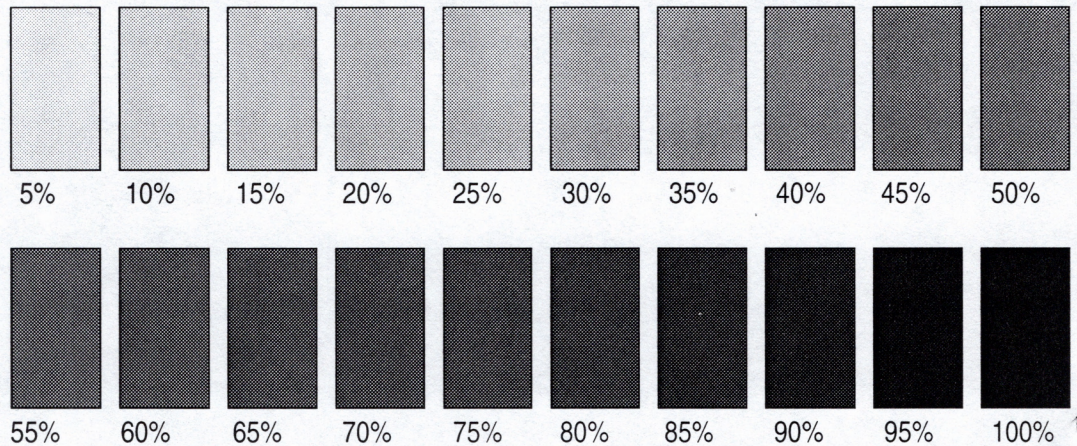


### 4.12 Working with Elements



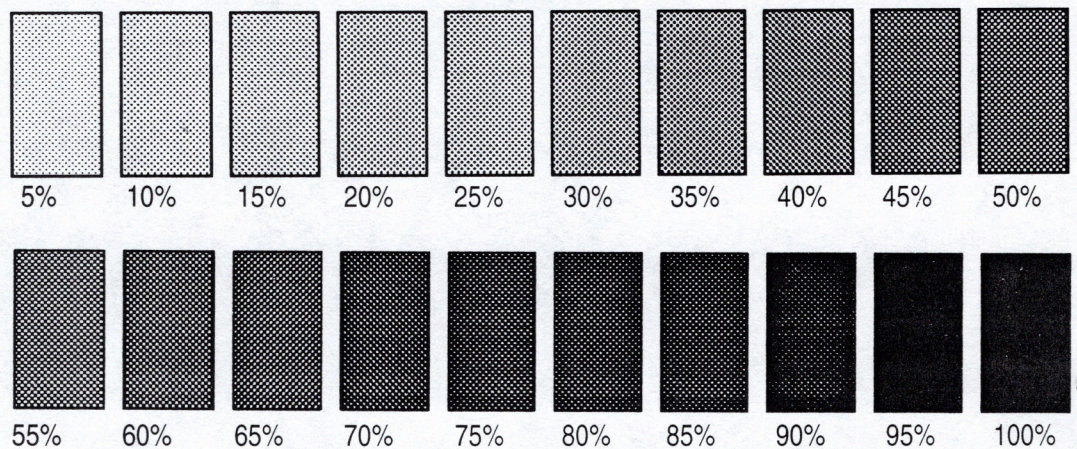
Screens are made up of arrays of small round dots. The amount each dot is filled is dependent upon the screen percentage; however, the spacing of the dots is constant. If a screen is made up of dots which are 50% filled, then it is a 50% screen.

## 1270 dpi screens



The screens shown above are printed at 1270 dpi. The coarseness depends on the resolution of your printer. Examine the same screen percentages printed at 300 dpi.

## 300 dpi screens



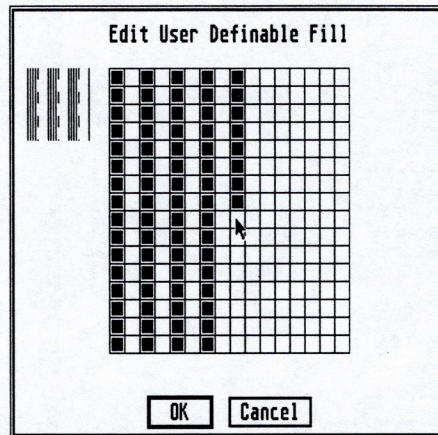
PageStream uses fill styles 2 to 9 to approximate screens on the monitor. The difference between similar screens will not be noticeable on the monitor or on very low resolution printers.

Fill styles are independent of the object size. If you enlarge or shrink an object, the style will not become more or less dense, but will spread or contract to cover the area.



## ***The Editable Fill Style***

Style 1 is an editable fill style. If none of the other styles suit your needs you can create your own. To edit this style, click the mouse on the Edit button. This will open a secondary dialog box.



Click on the grid squares with the mouse pointer to toggle them on and off. The style will be displayed at actual size in the upper left corner as you change it. Click on the OK button when you are finished or the Cancel button to ignore changes made. The editable fill style will be saved with the document.

## ***Fill Color***

To change the fill color, choose a color from the selector in the Fill Style dialog box. Use the scroll bars to view additional colors if the selector is full. Click on a color name with the mouse to change the fill color. The color in use is displayed in the text field above the color selector. The colors available are set in the Edit Color Palette dialog box from the Global menu.

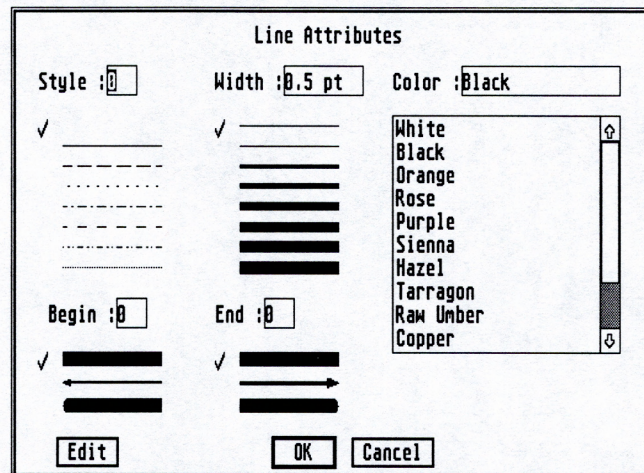
Changing the fill color has no effect on the line color. You must select Line Style from the Object menu to change the line color.

An object must have a fill style other than clear in order to be colored. For example, a clear green box will be entirely clear. To create a solid colored object, select fill style 9 (solid) and choose a color.



## Line Style And Line Color

The command Line Style from the Object menu is used to change the line style, width, beginning form and ending form. A dialog box is opened to make these selections. The current selections are shown with checkmarks.



There are 7 defined line styles and one user definable style. The line width may be set from 0.01 to 1310 points in increments of 0.01 points.

To choose a style, simply click on the desired one with the left mouse button. A checkmark will appear beside it. The top line style, style 0, is a clear style. Note that this is clear and is not visible in the dialog box. Styles 1 through 6 are predefined styles. Style 7 is user definable.

To choose a line width, click on one of the 8 predefined widths. The point size will appear in the text field above. Alternatively, type in the desired point width in the text field. The default measuring system is points; however, other measuring systems may be used if the proper PageStream abbreviation is used.

A checkmark will appear beside the line width which is closest to the size entered in the text field. For example, if you selected a 1.5 inch wide line, the closest predefined size would be 7 points. Approximate line widths up to about 36 screen points are used for screen display, although the correct line width will be printed out.

There are three beginning and end forms for lines. Line ends may have flat, arrowhead or beveled ends. They are selected by clicking on a style or by entering a style number in the text fields. End styles are numbered 0 to 2.



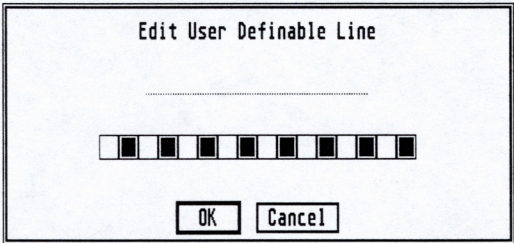
# Four

## PageStream Line Styles

|                       |                   |                     |
|-----------------------|-------------------|---------------------|
| 0.5 point – halfpoint | 0 – Clear Line    | 0/0 – Flat Ends     |
| 1 point               | 1 – Solid Line    | 1/0 – Arrow Start   |
| 1.5 point             | 2 – Dashed Line   | 0/1 – Arrow End     |
| 2 point               | 3 – Dotted Line   | 2/0 – Bevel Start   |
| 3 point               | 4 – International | 0/2 – Bevel End     |
| 4 point               | 5 – Coupon        | 1/2 – Arrow & Bevel |
| 5 point               | 6 – Broken Line   | 2/1 – Bevel & Arrow |
| 6 point               | 7 – Editable      | 1/1 – Arrow & Arrow |

### Editable Line Style

Line style 7 is user definable. Clicking on the Edit gadget in the Line Style dialog box opens a secondary dialog box which permits this style to be altered.



To create a line style, click on the grid squares to toggle them on and off. A representation will be displayed at the top of the dialog box. When you are finished click on OK to use the new style or Cancel to ignore changes made. The editable line style will be saved with the document.



### *Line Color*

To change the line color, choose a color from the selector in the Line Style dialog box. Use the scroll bars to view additional colors. Click on a color name with the mouse to change the line color. The color in use is displayed in the text field above the color selector. The colors available are set in the Edit Color Palette dialog box from the Global menu.

Changing the line color has no effect on the fill color. You must select Fill Style from the Object menu to change the fill color.

- ❖ The line style and line color of text may not be changed independently of the fill style and color. Select the Fill Style command to alter the style and color of text.



## Editing Elements

### Cutting and Pasting Elements

The Cut, Copy, Paste and Delete commands are used to remove and duplicate text and elements within a document and from document to document. If the Pointer or Reshape tools are selected, an element may be selected with the mouse pointer. The Cut, Copy and Delete commands are only available when an element is selected. The commands are shared with the Text tool for cutting and pasting text. For more information on cutting and pasting text see page 2.20.

#### *Cut, Copy and Delete*

❖ The buffer is an area of memory used to store graphics and text temporarily. The Cut and Copy commands save highlighted text or selected elements to the buffer until Paste is used to insert them elsewhere in the document.

❖ The buffer is also used with the Duplicate command. The object to be duplicated will replace the contents of the buffer when this command is selected.

The Cut command from the Edit menu is used to remove a selected element and store it in a buffer for later use. The Copy command also duplicates selected elements to the buffer, but the element will not be removed. Elements may be retrieved from the buffer and placed to another location within the document or any other open document with the Paste command.

There is only one buffer for storing text and graphics. Use of the Cut or Copy commands will erase the previous contents of the buffer.

The Delete command is used to delete selected elements from a document. The elements will not be saved to the buffer and are permanently erased.

The steps for cutting, copying or deleting an element are:

1. Select the Pointer tool.

*The mouseform will change to a pointer.*

2. Select an element or elements.

*Size handles will appear around the element(s) to indicate that they have been selected.*

3. Select Cut, Copy or Delete from the Edit menu.

4. The element(s) will be cut, copied or deleted.

*If you selected Cut or Delete the element(s) will be removed.*

*If you selected Cut or Copy the element(s) will be stored in the buffer.*





Cutting or copying a selected column or a text object while the Pointer tool is selected will copy the element, not just the text. To copy text from one column or text object to another, cut and paste it with the Text tool.

### **Paste**

The Paste command from the Edit menu is used to retrieve elements from the buffer to paste in the open documents. It is only operative if something is stored in the buffer.

Pasting does not erase the buffer contents. You can make multiple copies of the buffer contents by repeatedly selecting the Paste command. Selecting the Paste command twice without clicking the mouse button to place an element will force PageStream to remain in *paste mode* until a toolbox tool is selected.

The steps to paste an element into a document are:



1. Select the Pointer tool.
2. Select Paste from the Edit menu.

*The mouse pointer will change to a frame corner. Position the frame corner on the screen where you want the element to be pasted. The frame represents the upper left corner of the element to paste.*

3. Click the left mouse button to paste the element.

*The element(s) in the buffer will be placed in the document at the mouse position.*

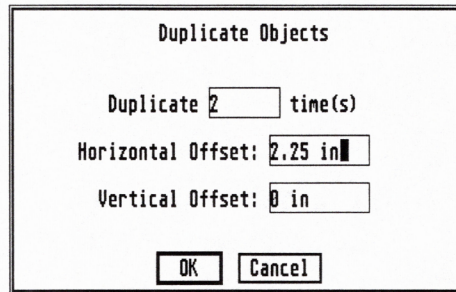
Elements may be pasted at a different size other than the original by not releasing the mouse button when pasting. Drag the mouse to define the element size. Release the button to paste the object and it will automatically be rescaled. If you hold down a Shift key when sizing the element, it will retain its original aspect ratio, x:y, as you drag the mouse. If you hold down the Control or Alternate keys, the element will retain its original horizontal or vertical size only.



## Duplicating Elements

The Duplicate command from the Object menu is used to make a copy of a selected element or elements with defined offsets from the original element. It is most effective for making multiple copies of an element.

The Duplicate command opens a dialog box to set the number of copies to make and the X and Y offsets for each sequential copy.



The steps to duplicate an element are:



1. Select the Pointer tool.  
*The mouseform will change to a pointer.*
2. Select an element(s).  
*Size handles will appear around the element(s) to indicate that they have been selected.*
3. Choose Duplicate from the Object menu.
4. Set the number of copies to make.
5. Set the offsets.  
*Set how much the copies should be offset from the original horizontally and vertically. Negative offsets may be entered.*
6. Select the OK gadget.  
*The element(s) will be duplicated.*

❖ Note the duplicated element will replace the current contents of the Cut/ Copy buffer since the buffer is used for temporary storage.



The steps to duplicate an element with the same values as the previous time that Duplicate was selected are:



1. Select the Pointer tool.  
*The mouseform will change to a pointer.*
2. Select an element(s).  
*Size handles will appear around the element(s) to indicate that they have been selected.*
3. Choose Duplicate while holding down a Shift key.  
*The Duplicate dialog box will not open and the element(s) will be duplicated with the previous copy and offset values.*

❖ Elements may be duplicated from one page to another within a document. To do this, select an element and change pages, then select Duplicate.

## Element Depth

All elements on a page exist on a two-dimensional plane. This means that if two or more elements overlap they are stacked on each other. If there are too many elements in an area you may find it difficult to select or edit an element. You may also want to change the stack so that objects are drawn in a different order. The depth of elements in the stack may be changed with the Bring to Front and Send to Back commands from the Object menu.

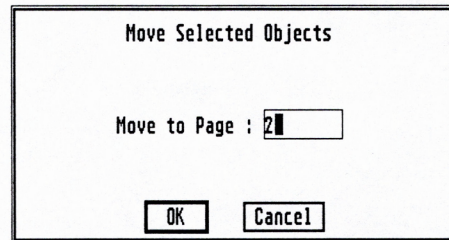
The Bring to Front command will move a selected element or elements to the top of the stack. The Send to Back command moves a selected element or elements to the bottom of the stack.

## Moving Elements Between Pages

The Move to Page command from the Layout menu is used to move selected elements from the current page to another page within a document. It is the equivalent of performing a cut and paste sequence but the element is moved to the identical position on the destination page automatically.

The Move to Page command opens a dialog box to specify the destination page. Click on OK after specifying the page. The element(s) will be moved to the destination page. More than one element may be selected and moved at one time.





The steps to move element(s) from one page to another are:



1. Select the Pointer tool.  
*The mouseform will change to a pointer.*
2. Select an element(s).  
*Size handles will appear around the element(s) to indicate that they have been selected.*
3. Choose Move to Page from the Layout menu.  
*The Move to Page dialog box will open.*
4. Specify the destination page.
5. Click on the OK button.  
*The element(s) will be moved to the destination page.*

## Locking Elements

The Lock command from the Object menu is used to prevent movement of selected elements. Select an element and then choose the Lock command to freeze it in its current position.

Locked elements may not be moved with the mouse. If you copy or duplicate a locked element, the copy will also be locked.

The only way to remove a lock is with the Unlock command. To unlock an element, select it and then choose the Unlock command to unfreeze it.

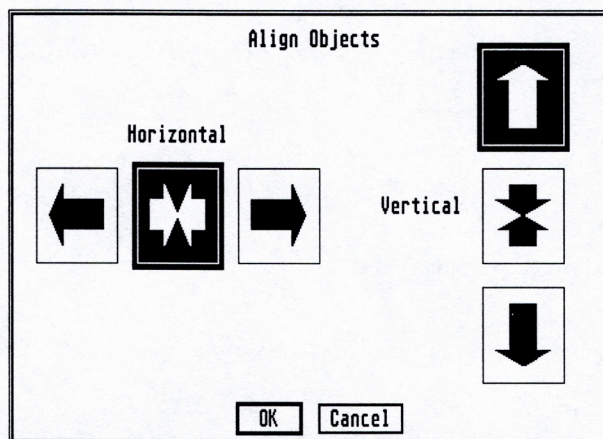
It is useful to lock items if they are near other items being manipulated to prevent the accidental selection, movement and/or resizing of an element.



## Aligning Elements

The Align command from the Object menu is used to bring a set of elements together along a common border or axis. It opens a dialog box in which the alignment direction is specified. There are three choices for both horizontal and vertical alignment. A combination of horizontal and vertical alignment may be selected.

- horizontally along the left edge
- horizontally centered along the horizontal axis
- horizontally along the right edge
- vertically along the top edge
- vertically centered along the vertical axis
- vertically along the bottom edge



The edges are the borders of the imaginary box surrounding all the selected elements. Aligning multiple elements to an edge will align them to their common border. Aligning a single element to an edge will align it to the edge of the page. Aligning multiple elements along an axis will center the elements in relation to each other. Aligning a single element along an axis will center it on the page.

The steps to align element(s) are:



1. Select the Pointer tool.

*The mouseform will change to a pointer.*

2. Select an element(s).

*Size handles will appear around the element(s) to indicate that they have been selected.*



3. Select the Align command from the Object menu.
4. Select the alignment directions.  
*Click on a horizontal and/or a vertical alignment icon.*
5. Click on the OK button.

To align an object in relation to another object without moving the second object, lock the second object and then select the two objects for alignment.

### Grouping Elements

Elements can be logically combined into groups to simplify moving and manipulating them. A group is treated as one object. It may be resized and moved and may even be grouped with other elements or groups. The individual elements are not changed and do not appear any different on screen, but clicking on any grouped element will select the group.

When a group is selected, size handles will appear around the boundaries of the group of elements. Resizing a group will resize each element proportionally. Individual object attributes (fill style, line style, fill color and line color) are retained.

The steps to group elements are:



1. Select the Pointer tool.  
*The mouseform will change to a pointer.*
2. Select the elements to be grouped.  
*Size handles will appear around the individual elements.*
3. Choose the Group command from the Object menu.  
*The selected elements will be surrounded by a single set of sizing squares.*

Groups can be ungrouped by selecting the group with the Pointer tool and choosing the Ungroup command from the Object menu.

- ❖ Note that text columns and text objects may be grouped with other elements. Text elements may not be edited while grouped; the text cursor may not be placed in a grouped text element.
- ❖ Groups may be resized with the size handles but may not be resized with the Edit Coordinates command.

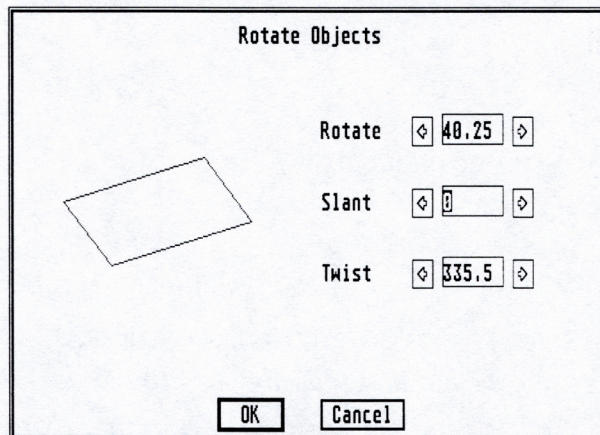


- ❖ Element attributes may not be changed while an element is grouped. To change the attributes of all the elements of a group, ungroup it and change the attributes without deselecting the elements. Select Group to restore the logical grouping of the objects.

## Rotating Elements

The Rotate command from the Object menu is used to rotate, slant or twist any selected object. Rotate will spin the selected object on its Z axis between 0° and 360°. Slant affects only the vertical aspects of an object, while Twist only affects the horizontal aspects.

The Rotate command opens a dialog box to set the desired angles for rotation, slanting and twisting. All values must be in degrees from 0 to 360. A rectangle showing the current effect of the command rotates in the dialog box as the values are changed. You can change the rotation values by either clicking on the left and right arrow icons which changes the values in 1° increments, or by typing numbers in the text fields in 0.01° increments.



The steps to rotate an element are:



1. Select the Pointer tool.  
*The mouseform will change to a pointer.*
2. Select the element(s) to be rotated.  
*Size handles will appear around the element(s).*
3. Choose the Rotate command from the Object menu.  
*The Rotate dialog box will open.*
4. Set the Rotate, Twist and Slant Values.
5. Click on the OK button.



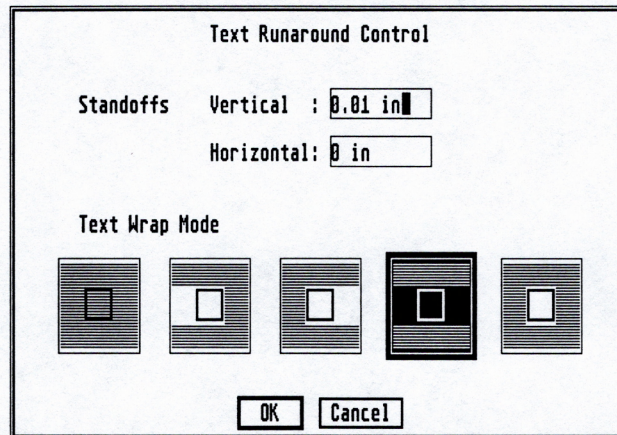
It is possible to rotate multiple elements. PageStream will calculate the overall coordinates of the elements and rotate them as if they were grouped.

- ❖ If you want to increase an element's rotation, you can enter in a number with a plus '+' or minus '-' sign in front to indicate a relative change. This is useful for creating macros that increase the rotation automatically.



## Text Flow around Elements

The Text Runaround command from the Object menu is used to control the flow of text around an element. It opens a dialog box to specify the direction of text flow and the spacing between the text and the element. The default is no text runaround.



There are five options for text flow, as indicated by the five icons:

- no text runaround
- no text on the left side of the element
- no text on the right side of the element
- no text on either side of the element
- text surrounding the element

There are two text fields in the dialog box for text standoff: Vertical Standoff and Horizontal Standoff. These set the spacing between the text and the element.

The steps to flow text around element(s) are:



1. Select the Pointer tool.  
*The mouseform will change to a pointer.*
2. Select an element(s).  
*Select the element(s) around which text should flow. Size handles will appear around the element(s).*
3. Select the Text Runaround command.  
*The Text Runaround Control dialog box will appear.*



4. Select the text flow method.

*Click on the icon representing the desired direction of text flow. It will be highlighted when it is active.*

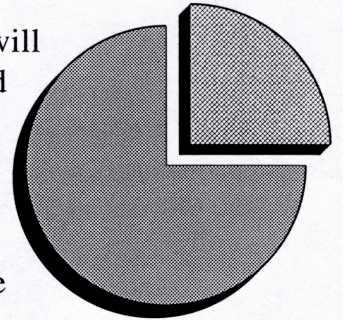
5. Change the standoff values.

*Enter the standoff values into the Vertical and Horizontal text fields.*

6. Click on the OK button.

*The text will be flowed around the element as specified.*

Text runaround is not limited to square objects; it will also flow around irregular shapes. Text flow around groups may not appear to follow the curves or irregular features of its components since it is one object. To avoid this, ungroup it, and choose Text Runaround while its components are selected. You can then regroup it. This has been done with the pie chart on the right.



Once text runaround is set, the text flow will continue, regardless of whether the element is resized, moved, copied, rotated, grouped or manipulated in any fashion.

- ❖ Text cannot flow around irregularly shaped bitmap pictures because pictures are rectangular blocks of data. Trace the picture by drawing a polygon or closed Bézier curve and flow the text around the tracing. Once you are satisfied with the text flow, assign the tracing the clear line style.
- ❖ Text runaround only affects the columns or text objects which the selected element(s) overlap. Other text columns on the page will be unaffected.









5

## • *Page Layout*

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# Chapter 5:

## Page Layout

### The Grid

The grid is a matrix of non-printing points in the background of each page used to aid page layout. The grid may be used to visually align elements on the page or to automatically snap elements to the closest grid coordinates.

The spacing of the grid points may be changed with the Set Grid command from the Layout menu. This enables the grid to be customized to any page layout. The display of the grid points may be toggled off with the Show Grid command from the View menu to help reduce screen clutter. A checkmark will appear beside the command when it is active.

The points may be *magnetized* with the Snap to Grid command from the Layout menu. Elements moved, resized and created when Snap to Grid is active will conform to the grid spacing. A checkmark will appear beside the command when it is active.

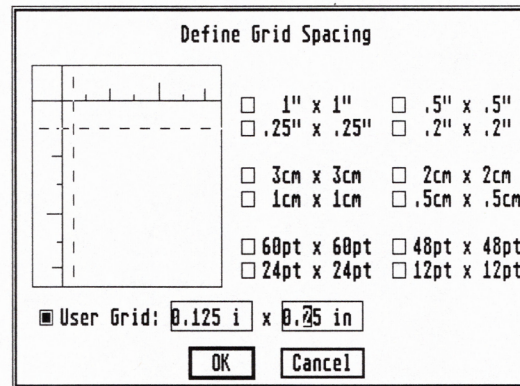
### Setting the Grid

The Set Grid command from the Layout menu opens a dialog box to define the grid spacing. The dialog box has a number of pre-defined grid choices and text fields to enter a user definable grid spacing. The dialog box also has a visual representation of how the spacing will appear.

The grid spacing may be set by clicking the mouse pointer on a radio button next to a pre-defined choice or by entering spacing values into the user grid text field. The user grid setting will be used when its radio button is highlighted.



As well, the grid may be set by dragging the visual prompt. Press the left mouse button when the mouse pointer is inside the visual reference area and drag the prompts to any spacing. The values in the user grid text field will change as the pointer is moved.



Different horizontal and vertical values for the grid spacing may be set when the user grid option is selected. The minimum grid spacing is 1 point and may be set up to 108 points in 0.01 point increments. The grid spacing units for the user grid option defaults to the measurement system selected with the Measuring System command from the Global menu. Other units may be entered by using the appropriate measurement unit abbreviations.

## Using the Grid

The grid may be used for a visual reference only, or it may be magnetized with the Snap to Grid command. This will cause objects to be attracted toward the grid as you move them with the mouse.

When Snap to Grid is selected, elements created previously will not automatically be snapped to the grid. When you move an element with the mouse, its top left corner will snap to the closest grid point. As you drag it around the screen, the element will move only in multiples of the grid spacing. If you resize an element, the corner or side being sized will snap to the closest grid coordinate. If you continue to resize the element, it will be sized only in multiples of the grid spacing.

Elements created after selecting Snap to Grid will automatically be aligned to the nearest grid point. Snap to Grid is useful for creating balanced pages and for drawing several objects with equal dimensions. Snap to Grid can be effectively used for creating charts and forms in which many elements must be aligned in a regular pattern.

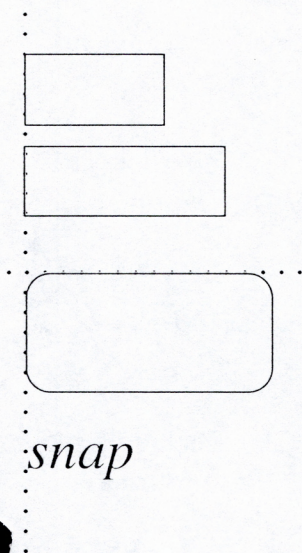


If you do not want an element aligned to the grid, it is best to freeze it with the Lock command to avoid accidentally selecting and aligning it.

- ❖ Snap to Grid has no effect on text within a column or text object. It can only be used to align elements, not text.
- ❖ Example: To create 5 horizontal lines 1 inch long, each 0.25 inches above the other, set the grid spacing to 1 inch horizontally and 0.25 inches vertically. Now you will only be able to draw lines of the correct dimensions.



## Guides



Guides are lines of non-printing dots which are used to align elements along a common horizontal or vertical line. They may be used visually or may be *magnetized* with the Snap to Guides command from the Layout menu. The display of guides may be toggled off with the Show Guides command from the View menu to help reduce screen clutter. A checkmark will appear next to it when it is active.

PageStream allows up to 31 horizontal and vertical guides per document. When Snap to Guides is active, elements in close proximity to a guide (within 10 points) will be aligned with the guide when moved, resized or created. Only the left and top coordinates of elements will be snapped to guides.

### Setting Guides

Guides may only be created when the rulers are visible. Select Show Rulers from the View menu to activate the rulers. To create a vertical guide, click the mouse pointer anywhere on the horizontal ruler. The screen will redraw and a guide will appear at that point. (Ensure that Show Guides is active to see the guide on the screen.) To create a horizontal guide, click the pointer on the vertical ruler. Guides may be deleted by clicking at the same point on the rulers.

### Using Guides

Guides may be created on master pages or normal pages. If a guide is created on a master page or on a normal page, it will be visible on all pages in the document and will affect elements on every page.

- ❖ Snap to Guides does not affect the aligning of text within a column or text object; guides only affect the positioning of elements on a page.



## Tabs

Tabs are used to format text, much like tab stops on a typewriter. They can be used to align columns of characters to a common point.

Tab stops are shown as dots within a tab bar at the top of each column. The display of the tab bar is toggled on and off with the Show Tabs command from the View menu.

|      |        |     |       |       |        |
|------|--------|-----|-------|-------|--------|
|      | .      | .   | .     | .     | .      |
| Main | Test 1 | 123 | 56.45 | 12.3% | \$0.89 |
|      | Test 2 | 124 | 78.34 | 7.8%  | 1.56   |

The example above shows columns of data aligned with tabs. Each column and text object may have up to 20 tab stops. Columns default to four tab stops indented at 24, 48, 72 and 96 points. These are suitable for manually indenting most body text paragraphs and for indenting sub-paragraphs. They can be changed at any time. Text objects default to no tab stops.

## Setting Tabs

Tab stops may only be set when the tab bar is visible. Select the Show Tabs command to toggle on the tab bar. A checkmark will be displayed next to the command when it is active.

The steps to set and delete tab stops are:

1. Select the Text tool.

*The mouseform will change to a cursor.*

2. Choose the Show Tabs option.

*Tab bars will be displayed at the top of each column and text object.*

3. Set or remove tab stops.

*Click the mouse cursor on the tab bar at the desired point to set a tab. A dot will appear in the bar to indicate the tab stop. Click on the dot to remove the tab stop.*

❖ If two columns or text objects overlap, it can sometimes be difficult to click the mouse cursor in the bottom element's tab bar. Select the element with the Pointer tool and bring it to the top with the Bring to Front command.



## Using Tabs

Tabs are not converted into spaces as in many simple word processors. Some word processors tab the cursor to the tab stop with spaces instead of a true tab. Backspacing over a tab in PageStream will move the text back to the right of the previous character. Even if a tab stop does not exist when you press the Tab key, PageStream will record the tab. If you later add a tab stop, PageStream will align the text with it.

The most common use for tabs is to align columns of data, as in the examples below. Tabs allow you to align the left hand edge of a group of characters along a common line.

Many users align columns of numbers with tabs, however, most fonts are proportional width typefaces. Each character and number has a different width in proportional width typefaces, so lining up columns of digits is impossible. For example, the numbers below are set in Roman Bookface, a proportional width font:

|            |         |          |
|------------|---------|----------|
| 13645284.9 | 7983962 | \$145.40 |
| 37567368.0 | IIIIII  | \$929.32 |
| 17111412.3 | 9999333 | \$112.52 |
| 65908066.8 | 1234567 | \$444.89 |

Monospaced fonts must be used to align columns of numbers. All characters in monospaced typefaces have the same width. Courier, LinePrinter and Typewriter are popular monospaced fonts. The numbers below are set in Courier:

|            |         |          |
|------------|---------|----------|
| 13645284.9 | 7983962 | \$145.40 |
| 37567368.0 | 1111111 | \$929.32 |
| 17111412.3 | 9999333 | \$112.52 |
| 65908066.8 | 1234567 | \$444.89 |

- ❖ If you do not own a monospaced font, CS Triumvirate can be used since most of its numerals are the same width. The digit “1” is half the width of the other digits.



## Page Numbering

Many documents require page numbers at the top or bottom of each page. Page numbers can either be added manually on each page, or automatically with the Insert Page Number command.

### Automatic Page Numbering

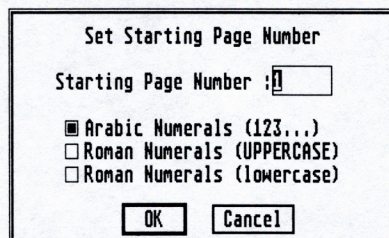
PageStream automatically numbers pages by inserting a code into a column or text object on a master page. The code will be translated into the proper page number for each page in the document.

The Insert Page Number command from the Layout menu is used to place the current page number at the present cursor position. If you insert the page number on a master page, M, LM or RM will be displayed. When you view a normal page the correct page number will be displayed. PageStream will automatically renumber pages moved in a document. The page number can be inserted into a separate text object or into a body of text.

The Insert Page Number command may also be used on a normal page. The page number code will be inserted but the current page number will be shown. If the column or text object is moved to another page, the page number will change automatically.

The Set Starting Page Number command from the Layout menu is used to change the page numbering system and the starting page number. The command opens a dialog box which offers 3 numbering systems and a text field to change the starting page number. The numbering systems available are:

- Arabic Numerals (1, 2, 3, 4...)
- Uppercase Roman Numerals (I, II, III, IV...)
- Lowercase Roman Numerals (i, ii, iii, iv...)





# Five

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The starting page number for documents can be from 1 to 65,535; however, the maximum number of pages for a single document is 1024, assuming sufficient free memory. Enter the starting page number in the text field. Click the left mouse button on the box gadget beside the desired system and select a different numbering system.

- ❖ Only one numbering system may be used within each document. If you want an introduction with lower case Roman numerals and Arabic numerals for the main body, the text must be split into two documents.



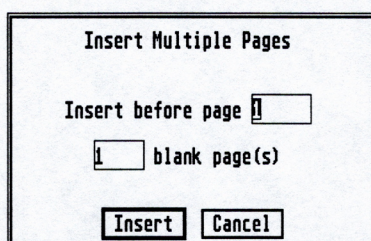
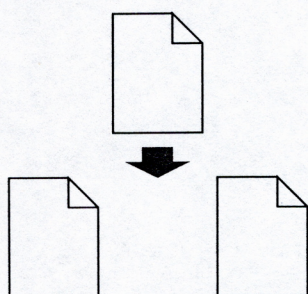
## Editing Pages

Sometimes it is necessary to change the order of pages and to insert or delete pages within a document. PageStream allows pages to be added, moved or deleted at any time.

Inserting, deleting and moving an odd number of pages in a double sided document with mirrored page layouts will cause the subsequent pages to be out of left-right order. Always try to add, delete and move two pages at once in double sided documents.

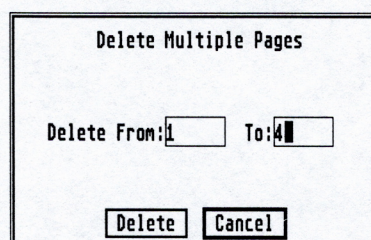
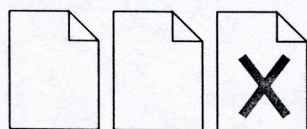
### Inserting Pages

The Insert Page command from the Layout menu is used to position new pages in front of an existing page in a document. A dialog box is opened to specify the number of pages to insert and the page they are to be inserted before. Page numbering will be automatically adjusted.



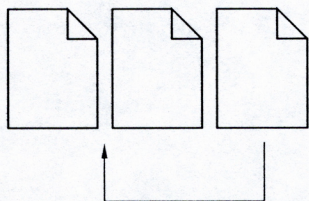
### Deleting Pages

The Delete Page command from the Layout menu is used to delete a range of pages from the active document. A dialog box is opened to specify the page range to delete. A warning dialog box will open to verify deleting the pages. Document page numbering will be adjusted automatically.

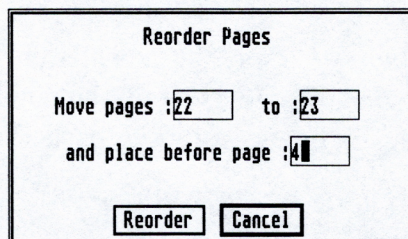




## Moving Pages



The Move Page command from the Layout menu is used to change the order of pages in the active document. A dialog box is opened to specify the page range to move and the page number to place them before. Document page numbering is adjusted automatically to reflect changes made.



- ❖ Example: Assume you want to make pages 22 to 23 of a document become pages 4 to 5. The page range will be 22 to 23 and they will be placed before page 4.



# Templates

Templates are used to speed document design by providing a foundation on which to build pages. They are often used in business settings for documents used on a regular basis. For example, an office might use templates for letters, memoranda and messages.

Templates can also be used to lay out newsletters and newspapers. One person or group can create a design as a template and many others can then use it to produce newspapers on a continuing basis. Templates help keep regular documents uniform.

PageStream templates are normal document files saved with the Save as Template command from the File menu. Any type of page element may be saved in a template file. Normally the title, logo, headers, footers, rules and empty text columns are created for templates. The style sheet is defined with the document's tags. All that is required to create a finished document is text and illustrations.

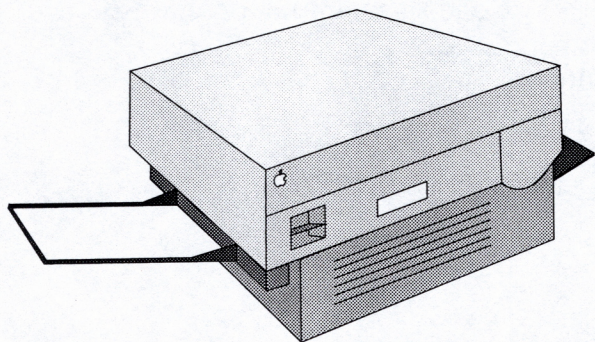
## Saving Templates

The Save as Template command opens a file dialog box to set the filename and file path. After selecting the filename, click on the OK button. The file will be saved as a template. It is recommended that templates be saved with a distinctive name or in a different folder to separate them from finished documents. For example: Letter.Tmp.

When you want to use a template, load it with the Open command as if it were a normal document. PageStream will open the template as an untitled document so that it will not be accidentally overwritten with the Save command.



# *Printing Pages*



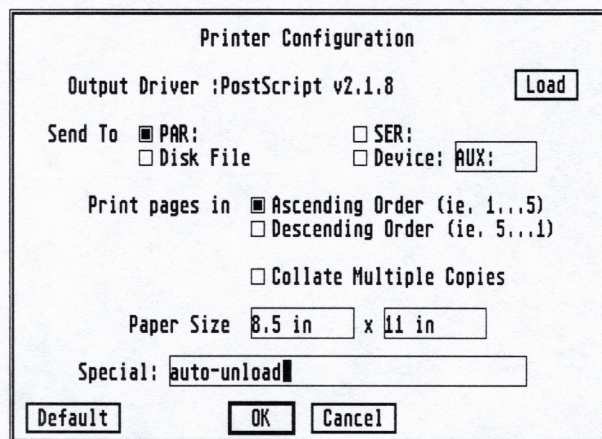
6



## Chapter 6: Printing Pages

### Setting Up Your Printer

Before you can print a document you must inform PageStream of the type of printer you are using. The Configure Printer command from the Global menu is used to select the printer driver and printing options. It opens a dialog box which lets you specify the printer driver, the output port for the printer, page order, type of collation, paper size and special printer controls.



The image shows a 'Printer Configuration' dialog box. It has a title bar 'Printer Configuration'. Inside, there's a section 'Output Driver' with the text ':PostScript v2.1.8' and a 'Load' button to its right. Below that is a 'Send To' section with two rows: the first row has a checked box for 'PAR:' and an unchecked box for 'SER:'; the second row has an unchecked box for 'Disk File' and a text field for 'Device:' containing 'AUX:'. Next is a 'Print pages in' section with two rows: the first row has a checked box for 'Ascending Order (ie. 1...5)' and an unchecked box for 'Descending Order (ie. 5...1)'; the second row has an unchecked box for 'Collate Multiple Copies'. Below that is a 'Paper Size' section with two text fields: '8.5 in' and '11 in', separated by an 'x'. Then is a 'Special:' section with a text field containing 'auto-unload'. At the bottom are three buttons: 'Default', 'OK', and 'Cancel'.

Printer configuration options are selected by clicking the mouse pointer on the box gadgets and by entering values into the text fields. Printer drivers can be changed at any time with the Load button.

### Types of Printers

There are three types of printers used widely in publishing:

- Dot matrix impact printers
- Dot matrix laser printers
- PostScript laser printers and imagesetters



## ***Dot Matrix Printers***

Dot matrix printers do not have an internal printer interpreter so they are incapable of formatting text and processing graphic commands. They can print simple text using their internal fonts but only at certain sizes. PageStream prints to dot matrix printers by creating the page within the computer's memory. PageStream uses its own fonts and algorithms to create the page as a matrix of graphic data. The page is then sent to the printer as one graphic file for printing.

Each dot matrix printer conforms to its own standard. Special printer codes are required to force the printer to output the PageStream graphic file so printer drivers are included with PageStream for all popular printers. If you do not know which driver you require read the PRINTERS.TXT file in the Text folder and your printer User Guide.

Some printer manufacturers use standards set by other firms. Many printers are Epson FX compatible and use the EpsonX printer drivers. The introduction of your printer User Guide will detail your printer's compatibility.

## ***Hewlett Packard Printers***

Hewlett Packard printers use an internal printer language to create text and graphics. PCL (HP Printer Control Language) is used in all Hewlett Packard compatible printers. HP printers use their own font system which is incompatible with PageStream, so PageStream treats them as if they were dot matrix printers. The page is created within PageStream and sent to the printer as a graphic file.

## ***PostScript Printers and ImageSetters***

PostScript printers and imagesetters use an Adobe PostScript printer interpreter to create text and graphics. PageStream translates the page into a series of PostScript commands and sends them to the printer. The printer executes the commands and creates the page using its internal fonts and fonts downloaded to it by PageStream.

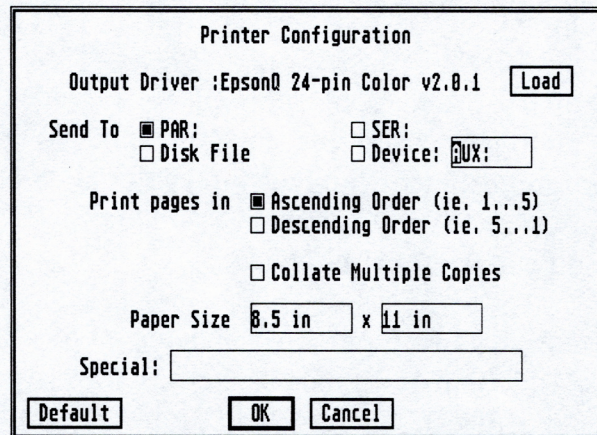
PostScript is independent of the printer's resolution so resolution is not specified when printing with PageStream. A PostScript file can be output to any PostScript device, including laser printers, 3000 dpi imagesetters and slide recorders.



## Printer Configuration

### Output Drivers

The Configure Printer command from the Global menu is used to change the printer driver. The driver instructs PageStream which type of printer is in use and how to create the page. If you use more than one type of printer you must change the setting in the Configure Printer dialog box before printing.



The current printer driver name is displayed next to the Output Driver prompt. Click on the Load button to select a different printer driver from a file selector. PageStream normally stores printer drivers in the Printers folder in the PageStream directory.

A complete listing of the printer drivers supplied with PageStream is contained in the PRINTERS.TXT file in the Printers folder. If <No Driver Loaded> is displayed you must load a driver before continuing. This message will also appear if a printer driver from an old version of PageStream is being used. In this case, delete the old drivers and install the new drivers.

### Printer Ports

Most printers connect to Atari computers via the parallel port. The serial (RS-232) port is recommended for PostScript laser printers. The Send To options in the Configure Printer dialog box inform PageStream which port to use. Click on the appropriate radio button with the mouse pointer to select a port.

Select PAR: if your printer is connected to the parallel port and SER: if it is connected to the serial port. The AUX: device is used by single user SCSI printers.

## 6.3 Printing Pages



## ***Printing to Disk***

PageStream can print the page to disk for later printing regardless of the printer driver selected. This option is used to access printers not connected to your system. For example, it can be used to print a PostScript file to disk for printing on a service bureau's imagesetter or color printer. Pages printed to disk with the Disk File option can be printed later by sending the file to the printer.

## ***Printing Across a Network***

If your printer is shared on a network you must use the Device: port option. This option has a text field in which the device name of a network printer is entered. See your network software manual for more information.

The Device port option may also be used for any other output device attached to your system.

## ***Printing Order***

The Configure Printer dialog box has radio buttons to print in ascending or descending order. The default is ascending order ( 1, 2, 3...). If you print more than one copy of a multiple page document you can collate them (print each copy separately) with the Collate Multiple Copies button. This is often a slow approach because PageStream must create each page several times.

## ***Paper Size***

The Paper Size text fields are used to set the physical paper size. The paper size is independent of the page size. If the page size is larger than the paper size, part of the page will be cut off unless it is scaled or tiled. Always set the paper size to the actual paper in your printer.

## ***Special Printer Codes***

The Special text field is used to pass commands to PostScript printers to unload fonts and to set screen frequency and angle. (See the section titled PostScript Options.)



### *Defaults*

#### **Default**

The Default button is used to save the printer configuration to the PAGE-STREAM.INF file. After setting the configuration to the printer you use most often, click on this button to make it the default.

### **Hewlett Packard Printers**

Some Hewlett Packard printers use a dip switch to set the paper size. To print a legal size page from a Hewlett Packard printer, move the dip switch to the legal setting, or use a legal size paper tray, and change the paper size in the Configure Printer dialog box. See your Hewlett Packard User Guide for more information.



## Printing a Document

The Print Document command from the File menu is used to print the document in the active window. It opens a dialog box to specify printing options.

Print Driver: HP LaserJet v2.1.0

Copies

Print Density  
1 2 3 4 5 6 **7** (300,300)

☐ All  
☒ From  To

☒ Scale  %  
☐ Thumbnails

☒ No Separation  
☐ 4-Color Separation  
☐ Mechanical

☒ Form Feed  
☐ Manual Feed

☐ Tiling  
☐ Crop/Registration Marks  
☐ Mirror Print  
☐ Negative Print

The printing options are:

- number of copies
- scale
- color separations
- print resolution
- tiling
- mirror image
- page range to print
- thumbnails
- color printing
- form feed / manual feed
- crop / registration marks
- negative image

The printing options are activated by clicking on the appropriate radio button or check box. The text fields for page numbers and copies may be edited as necessary.

- ❖ Ensure that you have selected the correct printer driver for your system with Configure Printer from the Global menu before printing a document.

### Printing Options

#### *Copies*

This option lets you specify the number of copies of the document you want to print. Enter the number in the text field. Valid numbers are from 1 to 65,000.



### ***Page Range***

The All and From\_To\_ text fields let you specify the page range to print. Click on the appropriate radio button or enter the first and final page numbers in the text fields. Page numbers may be entered in roman or arabic numerals regardless of the numbering system in use.

### ***Scale***

If the page size is larger than the paper size, you must condense the page to fit it on one sheet of paper. If you want to examine a page in detail you might wish to expand the page. The Scale option lets you specify the scale of the output. For normal printing use 100%. Valid scale settings are:

- 15% – 10,000% non-PostScript printers
- 15% – 65,000% PostScript printers

❖ If the page size multiplied by the printing scale is greater than the paper size you must reduce the scale or select the Tiling option or only a portion of the page will be printed.

### ***Thumbnails***

The Thumbnails option will generate miniature versions of the selected page range. The thumbnail size of an 8.5 x 11 inch page will be approximately 2 inches high. One thumbnail will be printed per page, but the time to create the page will be short because the resolution is very low. The Thumbnails option is a quick way to examine document layout.

❖ The Scale and Thumbnails options are mutually exclusive; only one may be active at a time.

### ***Resolution***

The Print Density options set the resolution of the output. Most printer drivers offer seven densities. When you click on a density number with the mouse the actual density will be displayed in dots per inch. All resolution options available will be provided unless your printer has more than seven.

This option is not applicable to the PostScript driver because it is resolution independent.



## ***Paper Feed***

The Form Feed option is for continuous paper and paper bins. PageStream will automatically print one page after another without waiting for permission to continue. Manual Feed is used if you wish to feed the paper in one sheet at a time and need the program to stop at the end of each page.

## ***Color Separations***

PageStream can print black and white pages, four color separations, mechanical separations and can print directly to a color printer. See Chapter 7 for more information on PageStream's color features.

## ***Tiling***

This option is used when printing pages that are larger than the paper size. For example, if you try to print a 12 x 12 inch page on a standard printer only a portion of the page will be printed. Similarly, if you print a 8.5 x 11 inch page at 200% scale only the top left quarter will be printed.

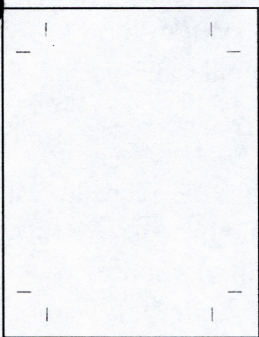
The Tiling option makes PageStream use as many sheets of paper as necessary. There is some overlap on the edges of each sheet of paper to facilitate pasting the pages together.

- ❖ Most printers are incapable of printing across an entire sheet of paper due to hardware limitations. This results in a margin of about one quarter inch on the left and right hand sides.

## ***Crop/Registration Marks***

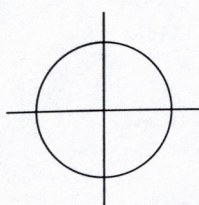
The Crop/Registration Marks option is used to toggle on crop and registration marks. Crop marks are used to indicate the edges of the printed page for trimming a printed document. This is important for duplicating a page on a press.

Registration marks are alignment guides printed at the top and bottom of the page but outside the boundaries of the document. They are used for aligning color separations. When Crop/Registration Marks and color separations are used with a PostScript printer, PageStream will print the document name, page number and color name at the bottom left hand corner. Crop and registration marks should always be used for color separations. Only crop marks will print to non-PostScript Printers.



*crop marks*





registration mark

Using the Crop/Registration Marks feature for an 8.5 x 11 inch page on 8.5 x 11 inch paper will make the page too large to fit on the paper. The crop and registration marks require 0.5 inches of space on each side of the page.

If a bleed area has been defined and crop and registration marks are used PageStream will print 0.25 inches of the bleed area surrounding the page. This can be trimmed using the crop marks as a guide. If the Crop/Registration Marks option is not selected the bleed area will not be printed.

## Overhead Mirrors

The Mirror option prints the document as its mirror image suitable for use with an overhead projector. The ink will be on the underside when the transparency is placed on the projector, allowing writing on the transparency without smudging the ink. The Mirror option is also used to print emulsion side down on imagesetter film.

## Negatives

The Negative option prints the document as its negative image, or emulsion side down. This is used for creating film negatives with an imagesetter. Anything black will be printed as white and vice versa.

If your document is to be offset printed, the printer will often produce a negative. Creating a negative with PageStream will often reduce the number of steps required and could save you money. Discuss the printing process with your print shop before deciding on positive or negative film.

## The Printing Process

If you use a dot matrix or ink jet printer PageStream may pause during printing to create the remainder of a page. This is due to limited system memory. PageStream will not pause if enough RAM is available to create an entire page in memory.

Printing can be interrupted at any time by pressing the Undo key. PageStream may not stop printing immediately because it has to continue processing the current element before checking for user input. If the current element is a large bitmap image or complicated text block, it may take awhile before the Printing... status box disappears.





## PageStream and PostScript

PostScript is a page description language created by Adobe Systems. It is a method of instructing a printer how to print text and graphics. It has become a standard in the industry for laser printers and imagesetters because of its flexibility, range of features and excellent output. Before you can use a PostScript printer or a service bureau's imagesetter, you must be familiar with a few basic concepts.

PostScript printers have a built-in PostScript interpreter. When PageStream sends a page to a non-PostScript printer the page is composed within PageStream and is sent to the printer as a graphic image. When PageStream sends a page to a PostScript compatible printer the page is converted into PostScript language commands and the commands are sent to the printer. The PostScript interpreter executes the commands and composes the page itself, using its internal (hard) fonts.

PostScript printers require internal memory to size and rotate their fonts. Most PostScript printers are sold with a number of internal fonts and some allow extra fonts to be added on boards, cartridges, or dedicated hard drives. Fonts not resident in the printer may be used by *downloading* the font to the printer from the computer into the printer memory.

Downloaded (soft) fonts must be sent to the printer before use. The normal practice on some computers is for users to download their fonts before printing, using a utility program supplied with the fonts. PageStream handles this task for the user, downloading the fonts as they are needed and unloading them to conserve printer memory (if an unload option is selected).

PageStream can print PostScript files in two ways: either directly to a PostScript printer or indirectly by printing a file to disk for later reproduction on a PostScript printer. Before you can print to a PostScript printer you should be aware of how PageStream's fonts work. (Read Understanding PageStream in Chapter 1 at this time if you have not already done so.)

Many printers are now compatible with the Apple LaserWriter Plus standard which has 35 internal fonts. To take advantage of these fonts Soft-Logik offers equivalent PageStream font files for screen display in the "PageStream Fonts Plus Pack". This package is recommended for all PostScript users.



## PostScript Options

The more downloaded fonts you use, the larger the resulting PostScript file will be since the fonts are included in this file. If your PostScript printer has limited onboard memory, you will be restricted in the number of downloaded fonts which you can use in a document. PageStream offers an auto-unload feature which allows almost unlimited numbers of fonts for PostScript printing. Auto-unload sends a signal when downloading a font to delete the previously downloaded font from memory. This will increase the print time because a font may have to be downloaded more than once.

To use the auto-unload feature type auto-unload into the Special text field in the Configure Printer dialog box. If your document uses different sets of fonts on each page you may wish to use the page-unload feature. This unloads the fonts only at the end of each page. To use this feature type page-unload into the Special text field.

The Special text field may also be used to control the screen frequency and angle of complete pages. The format is: f[x,x,x. . .], a[y,y,y. . .] where x is the frequency and y is the angle of each successive page. The permissible values are 12–1000 lines per inch for frequency and 0°–360° for angle. A hyphen may be used in place of a value to signify that the default value should be used. A lowercase s may be used to skip a page from printing.

example: auto-unload, f[65,-s,50], a[30,-,-]

This will print page 1 with a frequency of 65 lpi and a screen angle of 30°. Page 2 will use the printer's frequency and angle defaults. Page 3 will not be printed because of the s (skip) in the frequency block. Page 4 will be printed at 50 lpi and the default screen angle. Subsequent pages will be printed as multiples of the set data. If there is a page 5 it will be printed with the angle and frequency of page 1; page 6 as page 2; etc.

- ❖ Why specify the angle and frequency of each page? These are useful for large color separations and give total control over how pages will be printed. The special printer controls are optional and may be specified in any order.
- ❖ Color separations print the cyan separation first, then magenta, yellow and black. Therefore, to specify screen frequency and angle enter: f[cyan freq, magenta freq, yellow freq, black freq], a[cyan angle, . . . ].



## Using a Service Bureau

If you need higher quality output than your printer can deliver, you can take your document to be printed at a service bureau. A service bureau, or print shop, usually has an imagesetter and/or a laser printer to offer you a choice of resolutions and types of output.

### Creating a PostScript File

Most print shops use Macintosh or PC computers so they can not directly print PageStream documents. However, their printers are almost always PostScript compatible. PageStream can create a PostScript language file which may be printed on any PostScript printer.

To create a PostScript file change the printer driver to PostScript in the Configure Printer dialog box. Click on the Disk File button to redirect the output from the serial port to a disk drive.

Select the Print command from the File menu. Print the file in the same manner which you would print any document. If you are printing a multiple page document you may want to print only a few pages in each file to reduce the file size. PostScript files can grow very large.

After clicking on OK in the Print dialog box a file selector will open. Enter a name for the output file and click on OK. Ensure it is named differently than the document, otherwise the document will be overwritten with the Postscript file. PageStream will print the PostScript file to disk. Once the file is printed you are ready to send it to your service bureau.

- ❖ Never interrupt the computer by turning it off while it is printing to disk (unless you print to a ram disk). Damage to the data on a hard drive can occur if the power is interrupted during writing. Always use the Undo key to stop printing or print to RAM.

### Sending Files to a Service Bureau

You can send your PostScript file to a service bureau two ways:

- by modem with a terminal program and the service bureau's bulletin board system (BBS).
- by sending a disk or removable drive cartridge to the service bureau.



Not all service bureaus have a BBS. Contact the service bureau for more information. Ask which compression methods (arc, lharc, zip...) they accept to reduce your online time.

Most service bureaus can accept 720K PC floppy disks. Atari ST computers can format PC compatible disks with public domain utility software, or with commercial formatters such as NeoDesk's Format command. Atari computers with TOS 1.4 or higher (the About desktop command will say copyright 1989 or higher) will automatically format PC compatible disks.

Once the PostScript file has been moved to a compatible disk, take it to your service bureau. Inform the sales person that the file(s) are PostScript files ready for printing. Tell the print shop the names of the files, what size the pages are and what resolution you would like. The print shop may offer you different types of output, including plain paper, RC (photographic) paper and photographic film. Discuss these options with the sales person to make the best choice for your needs.

### ***Printing Files to a Mac or PC PostScript Laser System***

Some very small service bureaus may be inexperienced in printing PostScript files outside of their familiar applications. As well, you may want to print your files on printers not connected to your Atari.

If you want to print your PostScript files on a PostScript laser printer connected to a PC, type "print filename lpt1:" from DOS. This assumes that the printer is connected via parallel port 1. If the PostScript printer is connected to a Macintosh, send the PostScript file to the printer with a transfer utility such as SendPS, available with Adobe fonts and on many online services.

### **Service Bureau Considerations**

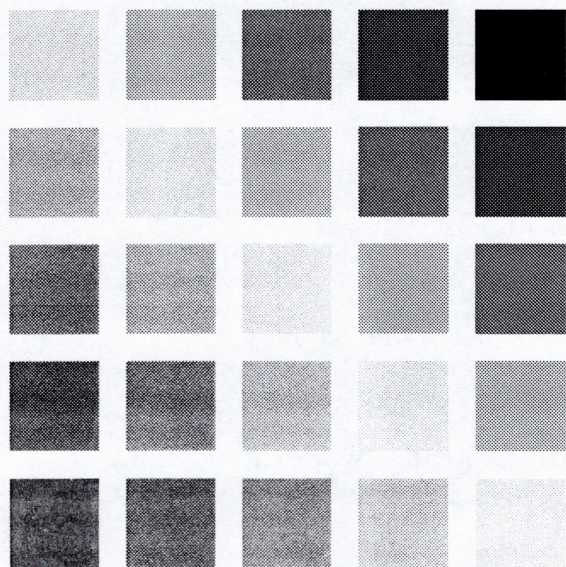
You should consider the number of fonts and graphics used on a page before sending a file to a service bureau. The more downloaded fonts you use the larger the PostScript file will be, since the fonts will be included in the PostScript output file. If at all possible, proof pages on a PostScript laser printer before spending money on imagesetter time.

If your service person asks which fonts are used in a document, inform him or her that the PostScript file will download all required fonts.



# *Working in Color*

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# Chapter 7:

## Working in Color

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### What is Color?

Color is the sensation produced by the wavelength of a ray of light. Color is produced when light is transmitted and when light is reflected. *Transmitted light*, such as light from the sun, is absolute white. However, absolute white is made up of the three primary colors: red, green and blue. When these colors are mixed together at maximum intensity, they yield pure white. Since colors are added to obtain pure white, this is called *additive color mixing*.

When we look at a house or a car we see *reflected light*. This is transmitted light reflected off the surface of objects. Reflected color is the opposite of transmitted color. Its primary colors are cyan, magenta and yellow. If these are mixed together at maximum intensity they will yield pure black. This is known as *subtractive color mixing* because color is subtracted to obtain absolute white.

### Paper Versus the Screen

Printed pages use reflected light to affect our senses so printing presses must use subtractive color mixing to create colors. Red, green and blue ink pigments absorb and transmit colors poorly. Cyan, magenta and yellow inks offer superior color reproduction. Unfortunately, computer monitors must use transmitted light to create color. Monitors use red, green and blue light guns to create colors on the screen.

### Color Definition

PageStream can define colors using both additive and subtractive color mixing. Colors can be defined with any system and translated into equivalent values in other systems. PageStream uses several color models to define colors.



## CMYK

CMYK is the primary color model used by printers. The four colors, Cyan, Magenta, Yellow and Black can be mixed in varying amounts to create any color. Black is added to the three primary colors to produce contrast. The CMYK system is often referred to as *process colors* because the four pigments are mixed together to form new colors.

## RGB

The Red, Green, Blue color model is used by computer monitors to produce color. Atari ST computers can display up to 16 out of a palette of 512 RGB combinations. This is one of the reasons why the colors you see on screen do not match printed colors. STE and TT models have a palette of 4096 colors.

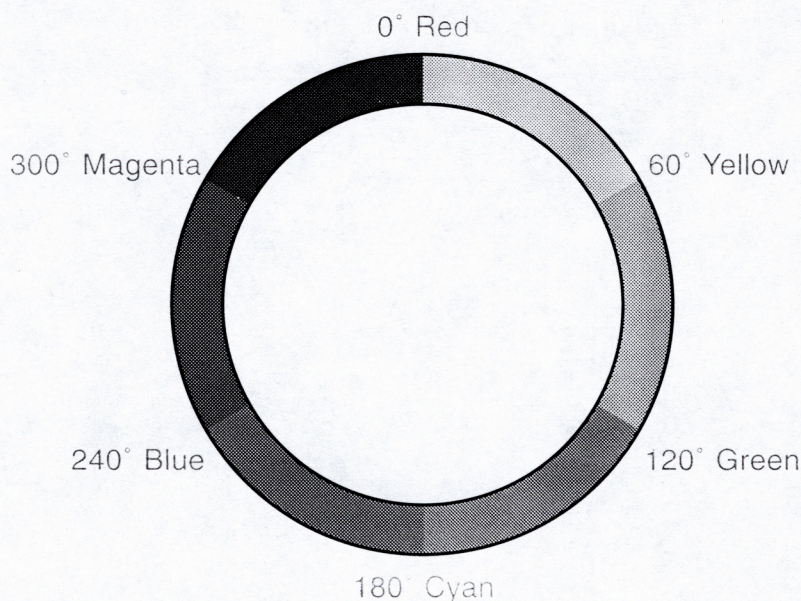
## HSV

The Hue, Saturation, Value color model uses a color wheel to define colors. Hue is the actual color and is referred to as a point on a color wheel. It is specified in degrees. Red, blue, yellow, black and green are hues.

Saturation is the amount of color relative to white, or the relative purity of the hue. Bright colors are highly saturated while dull colors have low saturation. Saturation is specified in percent.

Value is the relative lightness or darkness of a hue. A color with a value of 0% is pure black. Value is also specified in percent.

### The HSV and HLS Color Wheel



## 7.2 Working in Color



## HLS/HSB

The Hue, Lightness, Saturation color model (or HSB: Hue, Saturation, Brightness) is also a popular system. *Hue* is a point on the color wheel and *Lightness* is the brightness of the color, where the maximum value is white and the minimum value is black. *Saturation* is the color intensity.

The HLS color model uses the same hue color wheel as the HSV system.

## YIQ

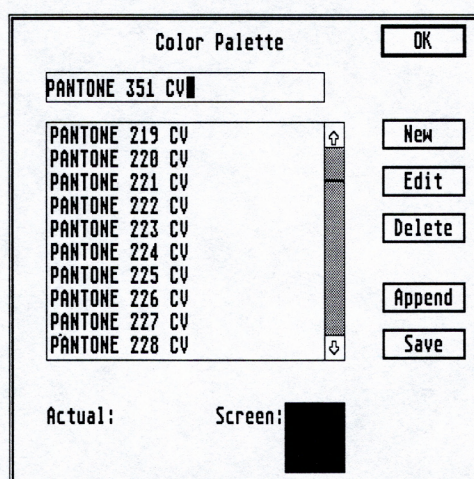
The Yield, Intensity, Quadrature color model is used for television broadcasting but is rarely used in publishing. It is provided for users who have color selectors with YIQ component specifications.

## Pantone Matching System

The Pantone Matching System is a system of color mixtures and is a standard in most print shops. The approximately 700 Pantone colors are specific mixtures of inks and are referred to by number. PMS color guides are available to select from the PMS inks and papers.

PageStream does not directly support PMS but most Pantone colors have CMYK equivalents. If you need to use a specific Pantone color refer to a PMS color selector to enter the appropriate CMYK values into PageStream.

Pantone colors can be added automatically if you import EPS color graphics which use Pantone colors. After importing an EPS image, open the Edit Color Palette dialog box from the Global menu and examine the appended colors.



❖ Pantone colors are added automatically to the color palette when an EPS graphic with Pantone colors is imported.

❖ Pantone color guides may be purchased from Pantone Inc. Write to Pantone at:

Pantone Process Color Imaging Guide  
Pantone Inc.  
55 Knickerbocker Rd.  
Moonachie, NJ  
07074 USA

❖ Pantone and PMS are registered trademarks of Pantone Inc.

## 7.3 Working in Color



# Seven

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The PostScript file contains the names and CMYK equivalents of the colors used in the graphic so they will be appended to the PageStream color list as Pantone #####. Save the color palette to use these colors within PageStream in the future.

Pantone colors are normally used for spot color, (see the next section for information on spot versus process colors). Each Pantone color is mixed from basic Pantone inks by the printer. The Pantone color system is also a useful method of referring to process colors because PageStream can define PMS colors with CMYK equivalents.



## Color Publishing

Color can be used on a page in two ways. *Spot* color is used for text and graphic elements which are assigned solid colors. Spot color is often used for two or three color printing jobs where accent colors are used for some text and graphic layout aids. *Process* colors are used to create color separations when color halftone images or several colors are used. Printing color photographs with spot colors is impossible because of the continuous color gradient. As well, if more than four spot colors are used, it is cheaper to reproduce the colors using four color mixing.

### Spot Color

Spot color is applied by printing with an ink of the exact color; inks are not mixed to produce the spot color. The Pantone Matching System and the CMYK color modes are the most common methods of specifying spot color.

PageStream's Fill Color and Line Color options allow spot color to be added to any graphic or text element. If you use spot colors you should select the Mechanical separation option from the Print dialog box. This will force PageStream to print a separation for each spot color used. If you are printing four color separations spot colors must be defined as Mechanical colors or they will be color separated.

Spot colors are irrelevant for color printers because all colors are created from mixtures of colors. Spot colors are normally used to add one or two colors to documents which will be offset printed. If you use more than four spot colors you should consider using process colors.

### Process Color

Color halftone images, such as digitized photographs, cannot be reproduced with spot colors; the variety of shades within the image preclude the use of separate inks. The four process colors, cyan, magenta, yellow and black, must be mixed on the page to achieve the color gradients.

Process colors are used in PageStream by selecting the 4 Color Separation option from the Print dialog box. All color images and separable colors will be printed with process colors. Process colors will be used for color applied with the Fill and Line Color options if the colors were defined as separable.



## Printing in Color

### Color Separations

Color separations are used to reproduce multi-color documents on commercial printing presses. Pages are separated into the four primary colors: Cyan, Magenta, Yellow and Black. A page referred to as a *separation* is printed for each of the primary colors. Page elements are printed on each separation at a density corresponding to their color mix.

The 4 Color Separation option in the Print dialog box will produce a separation for each primary color and for each mechanical color used. Your print shop will run each separation through a press with the primary inks to mix the process colors. Presses capable of using additional inks will make an additional pass for each mechanical color.

- ❖ Check with your print shop before assuming that their press can handle more than four inks.

The Mechanical Separation option in the Print dialog box will produce separations for every color used in a document. Both separable and mechanical colors will be mechanically separated.

- ❖ Color separations require high resolution printers. A 300 dpi laser printer is the absolute minimum quality which should be color separated. Most color work is done at 1200 – 3000 dpi. Crop and registration marks should always be used with color separations to align the separations for printing.

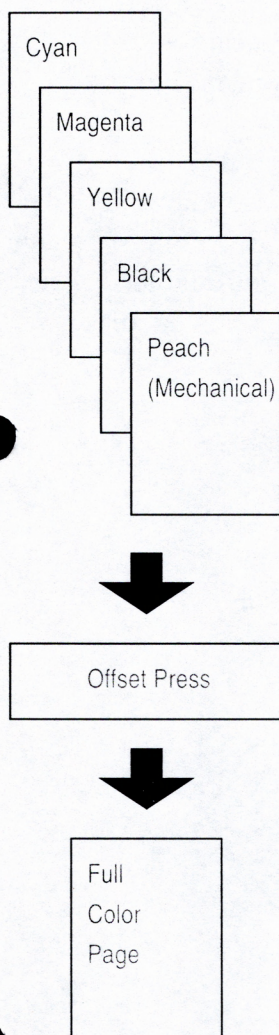
### Printing Color Pages on a Monochrome Printer

Color pages printed on black and white printers with the No Separation option in the Print dialog box will produce gray scale representations of the colors used. PageStream will convert colors to a dithered pattern made up of various sized dots.

### Printing Color Pages on a Color Printer

Pages will be printed in color on color printers when the No Separation option in the Print dialog box is selected. The accuracy of the color depends on the printer used. Color printers are useful for making limited numbers of copies of color pages and to proof color documents for offset printing.

## 7.6 Working in Color





*Thermal dye sublimation* printers deliver the best color reproduction but are very expensive. They can be used for any type of color work. *Wax sheet* printers, such as the QMS ColorScript, use thermal transfer technology and also deliver quality color but are best for non-photographic applications.

*Ink jet* printers are a relatively cheap alternative and provide fair color accuracy at medium to high resolutions. The quality varies considerably depending on the printer manufacturer and model.

*Color dot matrix* printers create coarse color output. Most use four color ribbons and print large colored dots within solid blocks of other colors to create the illusion of mixed color and contrast. Color accuracy is unreliable so dot matrix printers should not be relied on to proof color documents for offset printing.



## Using Color

PageStream has pushed back the frontiers of desktop publishing by providing a wealth of color publishing tools in one integrated environment. You do not need to use a separate processing package to create color separations.

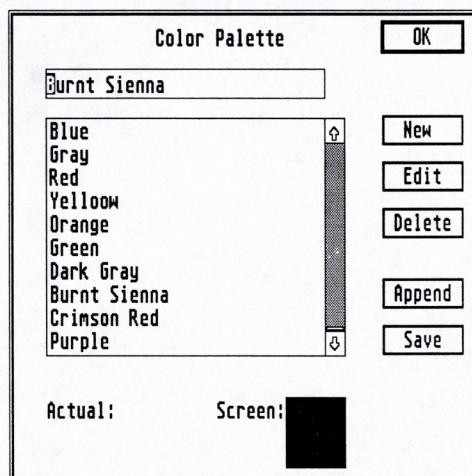
### Actual Colors

Atari ST computers can display 16 colors from a palette of 512, or 4096 for STE models. This is inadequate to accurately display spot and process colors on the screen. PageStream will select from the 16 available screen colors to represent the actual colors as closely as possible.

- ❖ Printed colors are referred to as Actual Colors in PageStream while the colors displayed on the monitor are referred to as Screen Colors.

### Editing the Color Palette

The Edit Color Palette command from the Global menu is used to modify and add colors to the color palette. When PageStream is loaded, colors other than black and white will be available if the file COLOR.PAL is in the DRIVERS path set with the Set/Save Paths command. The COLOR.PAL file will usually be stored in the DRIVERS folder. If a color palette is not available during loading, only black and white will be in the PageStream palette.



The Edit Color Palette command opens a dialog box which lists the colors available to PageStream. Clicking on a color name with the mouse pointer will display the actual color and how it will be represented on the screen in



display boxes at the bottom of the dialog box. The actual color will be displayed as closely as possible, given the 512/4096 color limitation.

The New and Edit buttons in the Color Palette dialog box are used to create new colors and to modify existing colors. They open the Edit Colors dialog box in which the color components may be edited.

The screenshot shows the 'Edit Colors' dialog box for the color 'Burnt Sienna'. The 'Name' field contains 'Burnt Sienna'. There are two radio buttons for color definition systems: 'Mechanical' (unchecked) and 'Separable' (checked). To the right, there are five radio buttons for color models: 'CMYK' (checked), 'RGB' (unchecked), 'HSV' (unchecked), 'HLS' (unchecked), and 'YIQ' (unchecked). Below these are four slider bars with corresponding percentage values in text fields: Cyan (41%), Magenta (75%), Yellow (100%), and Black (0%). Each slider bar has a diamond-shaped handle. At the bottom are 'OK' and 'Cancel' buttons.

The Edit Colors dialog box has slider bars and text fields for each color component. Select a color definition system (CMYK, RGB, HSV, HLS or YIQ) by clicking the mouse pointer on the appropriate radio button. The slider bars will be named for the appropriate color components.

Move a slider bar by dragging it with the mouse or by clicking the pointer in the slider box. As the slider is moved the component value will be displayed in the appropriate text field and the display box will change color to reflect the new color mix. The component value may also be changed by editing the number in the text field. All units are percentages except for Hue which is measured in degrees. Component values may be entered in increments of 0.01 percent and 0.01 degrees.

The Edit Color dialog box also has radio buttons to select whether the color is Separable or Mechanical. Mechanical colors are normally used for metallic and fluorescent colors such as silver, gold and neon pink which do not reproduce well with four color separations. Separable colors are used for adding spot color in four color separations.

Colors can be renamed in the Name: text field in the Edit Color dialog box. Click on the OK button to save changes made to the color.

## 7.9 Working in Color



The steps to add new colors to the PageStream palette are:

1. Choose Edit Color Palette.  
*Select the Edit Color Palette command from the Global menu.  
The Color Palette dialog box will open.*
2. Select the New button.  
*The Edit Colors dialog box will open.*
3. Enter a name in the Color text field.
4. Select a color definition system.
5. Adjust the color component values.  
*Move the slider bars or enter the values in the text text fields.*
6. Select Separable or Mechanical.
7. Select the OK button.

The steps to edit an existing color are:

1. Choose Edit Color Palette.  
*Select the Edit Color Palette command from the Global menu.  
The Color Palette dialog box will open.*
2. Select a Color.  
*Click on a color name from the color selector.*
3. Select the Edit button.  
*The Edit Colors dialog box will open.*
4. Select a color definition system.
5. Adjust the color component values.  
*Move the slider bars or enter the values in the text fields.*
6. Select the OK button.

Colors may be deleted from the palette by selecting a color from the list and clicking on the Delete button.

❖ Black and white may not be edited or deleted.

## **Appending Color Palettes**

The Append button in the Edit Color Palette dialog box is used to merge a color palette with the one in use.



The steps to append a color palette are:

1. Choose Edit Color Palette.  
*Select the Edit Color Palette command from the Global menu. The Color Palette dialog box will open.*
2. Select the Append button.  
*A file selector will open. Select the name of the color palette to append from the file selector. Click on OK. The color palette will be appended to the current palette.*
3. Save the merged color palette.  
*Use the Save button to save the merged palette.*
4. Select the OK button.

If the second palette contains a color with the same name as in the first palette the first color will be overwritten. If the second palette contains a color with the same components as one in the first palette then that color will not be appended.

Colors are automatically appended to the color palette when documents are opened. If the document contains colors not included in your color palette they will be automatically added. As well, colors used in imported object drawings will be appended to the palette. Save the color palette before quitting if you wish to make use of these colors in future documents.

### ***Saving the Color Palette***

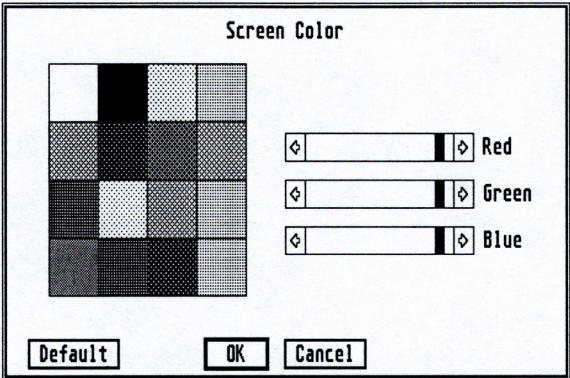
The color palette should be saved to store changes made to it. The steps to save the color palette are:

1. Choose Edit Color Palette.  
*Select the Edit Color Palette command from the Global menu. The Color Palette dialog box will open.*
2. Select the Save button.  
*A file selector will open. Select the COLOR.PAL file to save the palette as the default or enter another name to export the palette for later use. Click on OK. The color palette will be saved.*
3. Select the OK button.



Screen Colors

PageStream uses screen colors to represent the actual printed colors. These may be edited with the Change Screen Colors command from the Global menu. The command opens a dialog box containing selection buttons for the available screen colors. The two top left color selection buttons are used in 2 color mode for black and white. The top row of buttons are used in 4 color mode, the top two rows in 8 color mode and all 16 buttons are used in 16 color mode.



Default

Click on a color selection button. The RGB (Red, Green, Blue) color components will be shown on the right. Move the slider bars to change the color components. There are 16 levels of each component.

Click on the Default button to save the screen colors as the default. Click on OK to close the Change Screen Colors dialog box.

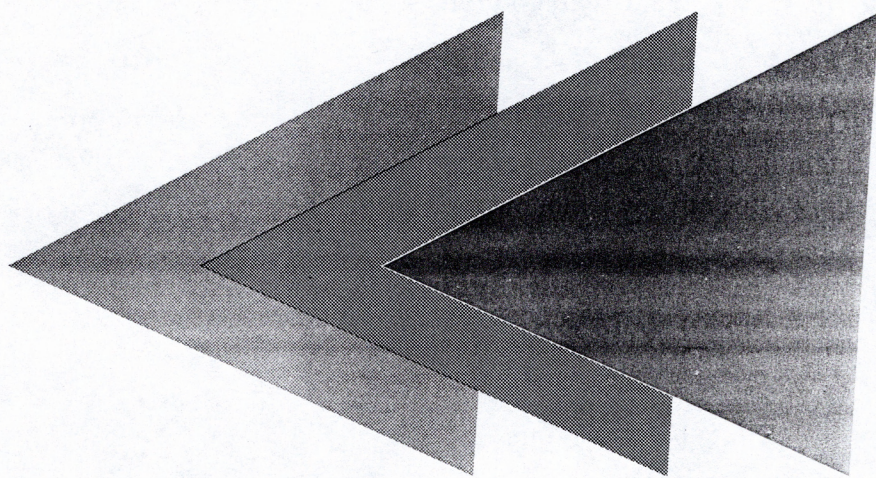
Screen colors are automatically mapped to the actual colors. PageStream will decide which screen colors are closest to the actual colors when the screen and actual colors are changed.







# *Using PageStream*



8



# Chapter 8:

## Using PageStream

### Setting PageStream Defaults

#### Default

Many of PageStream's commands have default options which can be customized and saved. Setup command defaults are saved when a dialog box's Default button is selected. Default buttons save only the options of the open dialog box.

Document layout commands do not have Default buttons. Their options are saved with the Save Doc Defaults command from the File menu. The Save Doc Defaults command saves the following command settings:

#### *Edit*

- Insert/Typeover Mode toggle

#### *Layout*

- Create Column parameters
- Snap to Guides toggle
- Snap to Grid toggle
- Grid Spacing

#### *View*

- View mode
- Show/Set User Scale setting
- Show... toggles
- Greeking setting

#### *Style*

- Typeface
- Type size
- Type style



## *Format*

- Super/Subscript/Baseline toggle and settings
- Left/Right Indent setting
- Line/Character Spacing setting
- Block Left/Right/Center, Character/Word/Automatic Justify toggle

## *Text*

- Paragraph Formatting toggle and settings

## *Object*

- Text and Element Fill Style
- Text and Element Fill Color
- Element Line Style, Width and End Styles
- Element Line Color

The defaults for all command options are stored in the PGS2.INF file in the main PageStream directory. Deleting this file will erase all default settings and will restore the original program defaults. It will also delete all default macros and program paths.



## Setting Paths

❖ Disk access paths are used to search for program, document, graphic and text data files.

PageStream requires many data files during program operation. Document, text and graphic files are loaded when requested by the user. PageStream automatically loads font, dictionary and system files when required. Each type of file is normally stored in a separate directory.

The disk access paths where PageStream will search for each type of file are set with the Set/Save Paths command from the Global menu. This allows you to customize PageStream to your disk setup. Separate paths may be set for the five types of files used in PageStream:

- Documents: documents, templates, macros, style sheets
- Text: text files to import
- Pictures: graphic files to import
- Fonts: system access to the Fontlist file which contains the paths of all font folders
- Drivers: system access to import/export modules and color palette

Printer drivers are stored in the PRINTERS folder in the PGSTREAM directory. Hyphenation/spelling drivers and dictionaries are stored in the SPELL folder in the PGSTREAM directory. The default paths for printers and spelling modules are changed automatically when you load a dictionary or printer driver and choose Default in the respective dialog box. The path used to load the module is saved as the default for the next time you load a module in the Set Hyphenation Rules and Configure Printer dialog boxes.

**Default**

Selecting the Set/Save Paths command opens a dialog box to specify disk access paths. Each type of file has a text field for its path. Click on OK to use the changed settings or on Default to make the changes permanent.

The 'Set Paths' dialog box is shown with the following paths:

- Documents: E:\DOCUMENT\\*,\*
- Text : D:\TEXT\\*,.TXT
- Pictures : E:\\*,\*
- Fonts : D:\PSFONTS\\*,\*
- Drivers : D:\DRIVERS\\*,\*

Buttons at the bottom: Default, OK, Cancel, Manager.



Paths should be specified in standard Atari notation. Atari paths are written as:

Drive:Folder\SubFolder\SubSubFolder...\template

- To make PageStream access the root directory of a drive set the path to just the drive. (ie: A: or C:)
- To make PageStream access a specific folder on a drive set the path to the folder. (ie: C:\PGSTREAM\DOCUMENTS\\*.\*)
- To filter out undesired files when using a file selector for a path, specify a template in Set/Save Paths. (ie: E:\GRAPHICS\\*.IMG)

The default paths PageStream is configured to use are:

### *Floppy Drive Setup*

|           |                   |
|-----------|-------------------|
| Documents | A:\DOCUMENT\*.DOC |
| Text      | A:\TEXT\*.TXT     |
| Pictures  | A:\GRAPHICS\*.*   |
| Fonts     | A:\FONTS\*.*      |
| Drivers   | A:\DRIVERS\*.*    |

If you have a second drive, or if you use a second disk with your one drive, you should set the paths for the directories on that disk to B: so that the operating system knows how to access it.

### *Hard Drive Setup*

|           |                            |
|-----------|----------------------------|
| Documents | X:\PGSTREAM\DOCUMENT\*.DOC |
| Text      | X:\PGSTREAM\TEXT\*.TXT     |
| Pictures  | X:\PGSTREAM\GRAPHICS\*.*   |
| Fonts     | X:\PGSTREAM\FONTS\*.*      |
| Drivers   | X:\PGSTREAM\DRIVERS\*.*    |

*where X is the drive on which PageStream is installed.*

This setup assumes that you have followed the hard drive installation procedure and installed PageStream in a folder called PGSTREAM in a hard drive partition. You may want to change the paths to work with your other software. For example, you may wish to set the text path to your word processor document directory, and the pictures path to a paint or drawing program directory.

## 8.4 Using PageStream



## Font Management

Three Compugraphic font families and eight Soft-Logik fonts are included with PageStream. If you purchase additional fonts you must inform PageStream where they are stored.

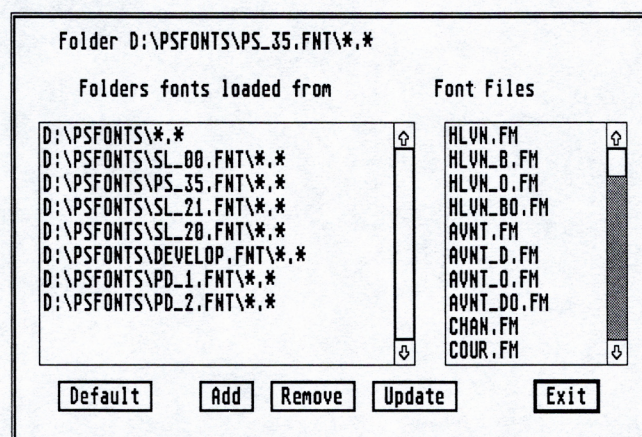
The FONTLIST file tells PageStream where fonts are stored. This file lists the paths for all fonts available to PageStream. The FONTLIST is stored in the path that has been set for fonts set with the Set/Save Paths command. (The default is the FONTS folder.)

The fonts supplied with PageStream are stored in folders in the FONTS folder on a hard drive. Floppy disk users will find the fonts stored in folders on two font disks. Fonts do not need to be stored in the FONTS directory as long as the folders are added to the font paths in the Font Manager and the FONTLIST file is updated correctly.

- ❖ Floppy users should note that TOS cannot address more than two floppy disks concurrently. That is, you can only set the paths to disks A and B. If you have fonts on a third or fourth disk you will have to use A or B. If the correct directory is not on the disk in the drive when the needed file is accessed, you will be prompted to insert the correct disk and select OK. This can cause problems for TOS and is not recommended.

## Adding Fonts to PageStream

Fonts may be added to PageStream with the Font Manager. The Manager is accessed by selecting the Manager button in the Font/Point or Set/Save Paths dialog boxes. Both open the Manager dialog box.





The Manager dialog box has two selector boxes. The left selector lists the paths where fonts are stored and the right selector lists the contents of a selected path. The selected path name will be displayed in the Folder text field.

When you add fonts to PageStream you can store them in the FONTS directory and update the FONTS path with the Manager dialog box Update button. If you use many fonts, you may want to create new folders for them and add them with the Add button.

The steps to add fonts in a new folder are:

1. Create a font folder.  
*Create a folder with the desktop and copy the fonts to it.*
2. Open the Font Manager.  
*Load PageStream. Select Set/Save Paths and choose the Manager button.*
3. Select the Add button.  
*A file selector will open. Open the directory of the font folder.*
4. Select the OK button.  
*Click on OK in the file selector to add fonts in the open folder.*

❖ The Font Manager may also be opened by selecting the Manager button from the Font/Point dialog box when the Text tool is selected.

The steps to update a font folder to reflect its modified contents (after adding or deleting font files) are:

1. Open the Font Manager.  
*Load PageStream. Select Set/Save Paths and choose the Manager button.*
2. Select a font folder from the font folder selector.  
*The font folder's contents will appear in the font files selector.*
3. Select the Update button.  
*A file selector will open to show the current contents of the selected font folder.*
4. Select the OK button.  
*Click on OK in the file selector to update the open font folder.*



### Default

- ❖ You should select the Default button after adding font paths if you want PageStream to use these fonts every time you run the program.
- ❖ “Why is a path set for fonts in Set/Save Paths if different paths may be specified in the font manager?” The path in Set/Save Paths informs PageStream where the FONTLIST file is stored. When the Font Manager’s Add button is selected the Font/Point dialog box will display the font path as a starting point for selecting a folder. Most hard drive users store their fonts in subfolders in the FONTS folder.

## Removing Fonts

If you use two or more printers with different font setups you may need to add and remove font files when switching printers. In addition, you may need to remove fonts from PageStream’s font list because of font conflicts with unregistered public domain fonts.

- ❖ Each Soft-Logik format font has an internal identification number issued by Soft-Logik to separate it from other fonts. Some public domain font designers do not request valid numbers from Soft-Logik. The numbers they select may conflict with numbers issued by Soft-Logik and may lead to the use of the incorrect font. Font identification numbers may be requested from Soft-Logik technical support free of charge for public domain and commercial fonts.

The steps to remove fonts from PageStream are:

1. Open the Font Manager.  
*Load PageStream. Select Set/Save Paths and choose the Manager button.*
2. Select a font folder from the font folder selector.  
*The font folder’s contents will appear in the font files selector.*
3. Select the Remove button.  
*The font folder will be removed from the listed font paths.*

### Default

- ❖ The Default button is used to save the current font setup as the default for the next time PageStream is loaded.



## Font Caching

PageStream loads font data as required to maintain the screen display and to print pages. If your computer has limited memory, PageStream will have to clear this data from memory to make room for other font or document data. If you have additional memory, PageStream will *cache*, or store, the font data in memory to avoid repetitive disk access.

The PageStream font caching system is dynamic and requires no input from the user. PageStream will decide which font data should be cached and how large the cache should be. In general terms, the more memory available to PageStream, the more efficient the cache will be. One megabyte of memory is insufficient to invoke font caching.

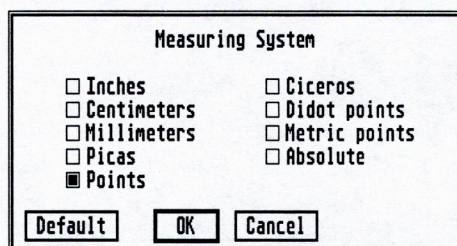
Caching normally becomes effective with two to three megabytes of RAM depending on the document size. If the system is continually accessing the drive to load font data which has already been loaded, then additional memory will make PageStream run more efficiently.



## Measurement Systems

PageStream uses measurement systems to specify values for page layout and formatting commands. The Measuring System command from the Global menu opens a dialog box to change the measurement system used.

The rulers (if displayed) will show the new units when the measuring system is changed. All dialog boxes which use measurement units will be converted into the new measurement system except for text size, leading and baseline offset which are always measured in points, and character spacing and kerning which are always measured in hundredths of ems.



The dialog box titled "Measuring System" contains two columns of radio buttons. The left column lists: Inches, Centimeters, Millimeters, Picas, and Points (which is selected with a filled square). The right column lists: Ciceros, Didot points, Metric points, and Absolute. At the bottom are three buttons: Default, OK, and Cancel.

Regardless of the selected measurement system, any system may be used for any dialog box option by entering a value with a measurement abbreviation. For example, entering 18 pt will result in 18 points even if the system in use is inches or picas. The values entered will be converted into the current measurement system. The measuring systems and their abbreviations (lowercase only) are:

| <i>Measuring System</i> | <i>Abbreviation</i> | <i>Equivalent</i>  |
|-------------------------|---------------------|--------------------|
| inches                  | in                  | 1 in = 2.54 cm     |
| centimeters             | cm                  | 1 cm = 1/2.54 in   |
| millimeters             | mm                  | 1 mm = 0.1 cm      |
| picas                   | pc                  | 1 pc = 1/6 in      |
| points                  | pt                  | 1 pt = 1/72 in     |
| ciceros                 | ci                  | 1 ci = 8/45 in     |
| didot points            | dp                  | 1 dp = 106/7200 in |
| metric points           | mp                  | 1 mp = 7/720 in    |
| absolute points         | #                   | 1 in = 7200 #      |

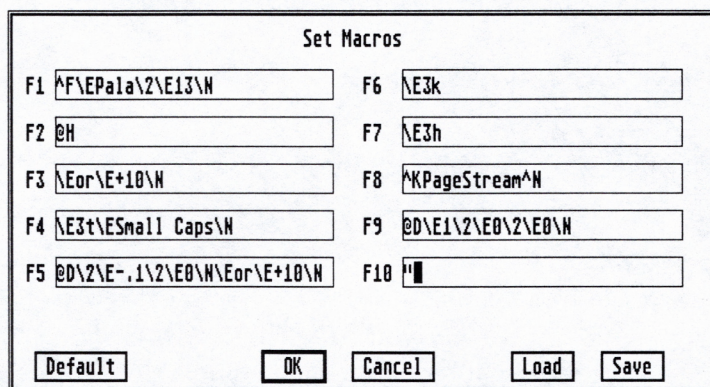
To change the measurement system in use, select the Measuring System command from the Global menu and choose the appropriate radio button. Select OK to use the new system or Default to make the selected system the default.

Default



## Macros

Macros are defined combinations of commands used to eliminate manually repetitive tasks. Macros are created by entering command equivalents from PageStream's script language into the Set/Save Macros dialog box, or by recording keypresses automatically. Macros are executed by pressing assigned function keys. Macros can open dialog boxes automatically, enter data into text fields or select buttons.

The image shows a dialog box titled "Set Macros". It contains two columns of text fields, each preceded by a function key label (F1 through F10). The fields contain various PageStream command strings. At the bottom of the dialog are five buttons: "Default", "OK", "Cancel", "Load", and "Save".

| Function Key | Macro Command               |
|--------------|-----------------------------|
| F1           | ^F\EPa1a\2\E13\N            |
| F2           | @H                          |
| F3           | \Eor\E+10\N                 |
| F4           | \E3t\ESmall Caps\N          |
| F5           | @D\2\E-,1\2\E0\N\Eor\E+10\N |
| F6           | \E3k                        |
| F7           | \E3h                        |
| F8           | ^KPageStream^N              |
| F9           | @D\E1\2\E0\2\E0\N           |
| F10          | "                           |

Ten macros may be defined in PageStream, one per function key. The macro text in the Set Macros text fields scrolls horizontally to reveal the complete macro which can be up to 255 characters long. Macro sets may be saved to disk and reloaded at a later time. This allows you to create custom sets of macros for different document tasks.

## Entering Macros

### *Writing Macros*

PageStream uses a script language to enter macros in the Set Macros dialog box text fields. Almost all PageStream commands have keyboard equivalents which can be used instead of the menus and buttons. The special keys such as the Alternate, Escape and Control keys have command equivalents because they may not be entered directly into the macro text fields.

Any number of PageStream commands may be strung together into a single macro. Commands are executed successively, but dialog boxes opened by a macro must be closed before another command can be executed.



The steps to define macros by writing command scripts are:

1. Select Set/Save Macros from the Global menu.  
*The Set Macros dialog box will open.*
2. Enter or edit macro scripts.  
*Enter command equivalents in the ten text fields of the dialog box. Use the horizontal arrow keys to scroll the macro text and the vertical arrows or the mouse pointer to switch text fields.*
3. Select the OK button.  
*Click on OK to accept the changes.*

### **Recording Macros**

Macros can also be entered by recording keypresses. The steps to record a macro are:

1. Press Control and a function key.  
*Hold down the Control key while pressing the function key (F1, F2...) of the macro to be defined.*
2. Execute PageStream commands with keyboard equivalents.  
*Type keyboard equivalents to execute commands. The macro recorder will not record mouse actions.*
3. Press a function key.  
*Press any function key to end the recording session.*

#### **Default**

After entering macros use the Default button to save the current macros as the default.

### **Saving and Loading Macros**

Sets of macros can be saved for use with different documents. To save a set of macros to disk for later use, click on the Save button. A file selector will open. Enter a name for the macro file and select OK.

To load a set of macros, click on the Load button. A file selector will open. Select the macro file with the mouse and select OK.

❖ Loading macros will delete macros currently in use!



## The Macro Script Language

Macros are written in PageStream's script language. Most commands and buttons have keyboard equivalents. The equivalents for commands are listed on the Quick Reference Card included with PageStream. A complete listing of equivalents is provided in Appendix B.

Some keystrokes cannot be entered into the macro text fields. Sequences of normal characters are substituted in the script language for these keys:

| <i>Keystrokes</i> | <i>Sequence</i> | <i>Keystrokes</i> | <i>Sequence</i> |
|-------------------|-----------------|-------------------|-----------------|
| Clr Home          | \C              | Control           | ^               |
| Alternate         | @               | Backslash         | \\              |
| Escape            | \E              | Return            | \N              |
| Tab               | \T              | Backspace         | \B              |
| Delete            | \D              | Insert            | \I              |
| Up Arrow          | \8              | Down Arrow        | \2              |
| Left Arrow        | \4              | Right Arrow       | \6              |
| &                 | \&              | ^                 | \^              |
| Undo              | \U              | "@                | \@              |

The script language is case-insensitive, so either upper or lower case letters may be used to enter macros.

Macros must follow the same rules as commands executed with the menus. Commands not available with certain tools will be ignored if a macro attempts to execute them. For example, a macro to type a common text string will only function if the Text tool is selected and the text cursor is in a column or text object.

Unexpected results can occur if a macro attempts to execute an unavailable command to open a dialog box and tries to select buttons in the dialog box. For example, the macro: &D\2\E0\2\E0&O is used to duplicate an element with zero offsets. If it is used with the Text tool selected, the command to open the Duplicate dialog box and the Esc key will be ignored. The "0" will be entered in the text column or object, the next Esc will be ignored and the next "0" will be entered. The "&O" is the keyboard alternate for the OK button, but when no dialog boxes are open it is the alternate for the Open menu command so a file selector will open. Therefore, it is important that macros be used only when their commands are available.



## Sample Macros

The macros listed below are not intended to be a complete list of available macros but to act as a guide for writing your own macros. Some of these macros require that a tool be selected for their commands to be available.

### Entering Common Text Strings

|                             |                                                                           |
|-----------------------------|---------------------------------------------------------------------------|
| PageStream                  | <i>This will enter "PageStream".</i>                                      |
| this is a test              | <i>This will enter "this is a test".</i>                                  |
| ^KThis will be italicized^N | <i>This will enter the text in italics and return to normal text.</i>     |
| ^B^SShadowed bold^N         | <i>This will enter the text in shadow bold and return to normal text.</i> |

### Switching Tags

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| \E3\EBody Text@O | <i>Both of these will change the tag to a tag called Body Text.</i> |
| \E3\EBody Text\N |                                                                     |

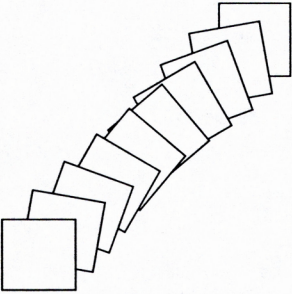
### Switching Fonts and/or Sizes

|                                |                                                                                                                                                                |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ^F\ECS Times\2\EBold\2\E18@O   | <i>Both of these will change the font to CS Times Bold 18 point.<br/>This will change the size to 0.5".<br/>This will change the font to Garamond Antiqua.</i> |
| \E1F\ECS Times\2\EBold\2\E18\N |                                                                                                                                                                |
| ^F\E\2\2\E0.5in@O              |                                                                                                                                                                |
| \E1F\EGaramond Antiqua@O       |                                                                                                                                                                |

### Formatting

|                           |                                                                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| \E3K\E3H                  | <i>Batch kern and hyphenate highlighted text.</i>                                                                                             |
| \E3K@B\E3H@B              | <i>Batch kern and hyphenate a selected text object or column.</i>                                                                             |
| \E3K@A\E3H@B              | <i>Batch kern and hyphenate a selected article.</i>                                                                                           |
| \E3S                      | <i>Batch spell check highlighted text.</i>                                                                                                    |
| \E3S@B                    | <i>Batch spell check a selected text object or column.</i>                                                                                    |
| \E3S@A                    | <i>Batch spell check a selected article.</i>                                                                                                  |
| \E2C                      | <i>Centers highlighted text in the column.</i>                                                                                                |
| \E2\E0.25in\2\E0.25in@O   | <i>Indents highlighted text in 0.25 inches from the left and right margins.</i>                                                               |
| \E2\E0.25in\2\E0.25in@O@B | <i>Same as above but indents a selected text column or object when the Pointer tool is selected. (The @B selects the Block radio button.)</i> |





**Duplication and Manipulation**

- @D\2\E0\2\E0@O *Duplicates a selected element(s) once with zero offsets.*
- @D\E5\2\E1\2\E1@O *Duplicates a selected element(s) five times with 1x and 1y offsets (in the current measurement system).*
- @D\2\E-.1\2\E.1@O\EOR\E+10%@O *Duplicates a selected element(s) once with -0.1x and 0.1y offsets (in the current measurement system) and rotates the copy 10° to the left.*
- \EOR\E20\2\E25@O *Rotates and slants the selected element(s) 20° and 25°.*

**Miscellaneous**

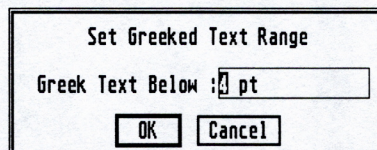
- \EEU *Undo.*
- \ETT *Selects the Text tool.*
- \ETO *Selects the Pointer tool.*
- \ET\N *Opens the Go to Page Number dialog box.*



## Greeking

It is sometimes unnecessary to see all the detail on a page when examining the layout. PageStream uses bitmap fonts for screen display at small sizes for some fonts, but Compugraphic and some Type 1 fonts do not have bitmaps, so greeking can be used to represent their position quickly. Screen redraws of text can be tedious when moving or resizing objects or when viewing an entire page.

Text greeking is used to stop PageStream from drawing actual characters to the screen below a set point size. Instead of characters, text will be displayed as small hash marks. These are adequate for page layout. The size below which text is greeked may be set with the Set Greeking command from the View menu.



Greeking is dependent on the view magnification in use. If greeking is set for below 12 points, then 11.99 points and below at actual size would be greeked. At 50%, 23.99 points and below would be greeked.

If you decide to use the greeking feature, it should normally be set slightly below the body text size divided by the usual working view magnification. (ie: 11 point body type at 115%:  $11/1.15 = 9.57$  points. Therefore, set greeking to 9 points.) This allows the text to be displayed normally at the usual magnification and greeked when the full page is viewed.



# *Glossary*

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A



# Appendix A:

## Glossary

**Absolute Scale** –A measuring system. The units are in terms of 1/7200 of an inch. The abbreviation for absolute units in PageStream is #. ie: 105#

**Active Window** –The screen work area used to display the document currently in use.

**Actual Size** –One of the View magnification options. It displays the document on-screen at the same size as it will appear on the printed page (100%).

**Alignment** –The positioning of a text line, character or object relative to a margin, baseline or guide.

**Ascender** –The part of a lowercase text character which rises above the main body (x-height), such as the tops of h, b or t.

**Attributes** –Characteristics assigned to text or graphics. Text can have five types of attributes: typeface, size, style, formatting and effects. Graphics can have four attributes: fill style, fill color, line style and line color.

**Backslant** –A text style attribute. The appearance is of characters leaning backwards (the opposite of italics).

**Baseline** –An imaginary horizontal reference line upon which all of the characters in a line of text appear to stand.

**Batch** –A method of performing an operation in which the desired operation is performed across a body of text. ie: Batch Kerning, Batch Hyphenation, Batch Spell Checking.

**Bézier Curve** –A curve arc which cannot be defined by an algebraic expression but by two curve points which define the compound of the curve.

backslant



# A

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**Bitmap Picture** –A graphic image made up of a matrix of black and white or colored dots.

**Blocked Left** –A text formatting attribute. Text which is blocked left is flush with the left margin and has a ragged right margin. Blocked text is unjustified.

**Blocked Right** –A text formatting attribute. Text which is blocked right is flush with the right margin and has a ragged left margin. Blocked text is unjustified.

**Body Type** –The main text of a document such as a report, letter or paper.

**Bold** –A text style attribute. Bold text has wider character strokes, creating a darker, heavier appearance.

**Buffer** –A dedicated area of memory used for temporary information storage. An example is the cut/copy buffer which is used to store text and objects for later pasting.

**Caption** –The text used to describe an associated picture or graphic. It is usually positioned under or next to the graphic image.

**Centered** –A text formatting attribute. Text which is centered is centered within the column in use, relative to its left and right sides. Both the left and right edges of the text will be ragged. Centered text is unjustified.

**Character** –A letter, numeral, punctuation mark or symbol.

**Character Spacing** –A text formatting attribute. Character spacing, or *tracking*, is measured in increments of 0.01 ems.

**Cicero** –A measuring system used in Europe. A cicero is 640/3600 of an inch and is approximately the same size as a pica. The abbreviation for ciceros is ci. ie: 24ci

**Click** –Press and instantly release a mouse button.

**Clip Art** –Stock, or pre-drawn graphics. Clip art may be object oriented or bit-mapped.



**CMYK** –A color definition system: Cyan, Magenta, Yellow, Black. The combination of pigments used to print color. Each pigment subtracts a color from reflected light.

**Column** –A defined area within the document where text may appear. Columns typically run from top to bottom of a document page, similar to a standard newspaper layout, although PageStream permits multiple columns of any size, anywhere on the page.



**Column Tool** –The Column tool is used to draw columns of any size on the document page.

**Copy** –The Copy command stores text or graphics in the cut/copy buffer for subsequent pasting.

**Crop** –To select a limited portion of a bit-mapped picture.

+ **Crosshair** –A mouseform used to draw objects and text columns.

| **Cursor, text** –A text cursor is a vertical line which indicates the current position in a column or text object on the screen. It indicates where text will next be entered.

⌘ **Cursor, mouse** –A mouseform used to place the text cursor into a column or text object and to highlight bodies of text.

**Curve handles** –The circles which appear near Bézier curves used to reshape the curve.

**Cut** –The Cut command removes text or graphics from a document and stores it in the cut/copy buffer for subsequent pasting.

**Descender** –The part of a text character which falls below the baseline, such as the lower portion of y, g or q.

**Dialog Box** –A box which opens on the screen allowing you to select options or type in values.

**Didots** –A measuring system. The units are in terms of approximately 53/3600 of an inch. Often referred to as didot points. The abbreviation for didots in PageStream is dp. ie: 106 dp



## double underline

**Display Fonts** – Display fonts are used mainly for short text, such as business cards, advertisements, menus and titles.

**Double Click** – Two left mouse button clicks in rapid succession.

**Double Sided Document** – A document which has separate left and right master pages. Double sided documents are used for magazine and book type publications. This option affects the Create Columns command.

**Double Underline** – A text style attribute. Double underlined text has two lines drawn directly below its baseline.

**Drag** – Hold down the left mouse button while moving the mouse.

**Drop Shadow** – A 3-dimensional effect achieved by dropping a solid copy of an object behind and offset to one side.

**Effects** – A type of text attribute. Text may have color and fill style effect attributes.

**Em** – A measure of type size defined as a square of the height and width of the font's point size. For example, 12 point type would produce an em of 12 points by 12 points. It is also known as an em-quad or mutton.

**Em-dash** – A horizontal line which is the width of one em. It is usually placed at a point which is half the x-height of a font. It is used to indicate a break in the train of thought, or to give special emphasis to a following phrase.

☐ **Empty Page Icon** – A mouseform used to start text routing.

**En** – A measure of type size defined as half the width of an em. For example, 12 point type would produce an en of 6 points by 12 points. It is also known as an en-quad or nut.

**En-dash** – A horizontal line at half the x height of a font and is the width of an en. It is used to represent the words to or through. ie: pages 3 to 6 could be written as pages 3–6.

**Encapsulated PostScript (EPS)** – A file in which bit-map and object oriented images may be stored in the PostScript language.



**Export** –To save a copy of a section of the document, graphics or text, as a separate file for use in another program.

**Facing Pages** –One of the View magnification options. It simultaneously displays two pages of a document on-screen.

**Fill Style** –The style which is used to shade a graphic object. Shading, patterns, hatches and screens are available objects.

**Flush** –A text formatting attribute. To align with a margin or guide. Text which is blocked left is flush with the left margin.

**Font** –In PageStream, the term font is used to refer to a set of characters in one design. In traditional publishing, a font refers to a set of characters in one design, style and point size. Font type is a text attribute.

**Footer** –The line(s) of text appearing at the bottom of a document page, separate from the main body. Typical uses are to denote a section title or page number which will appear on all pages. Thus, footers are placed on the master page, as a rule.

**Formatting** –A text attribute. Super/subscripts, left/right indent, line spacing, character spacing, left/right blocking, centering, justification, paragraph formatting, and paragraph indenting/outdenting are formatting attributes.

**Four-Color Separation** –The division of a color into its unique blend of cyan, magenta, yellow and black. (See CMYK.)

**Frequency** –Frequency (screen frequency) is the measurement of how many lines of halftone dots fit in one inch. Thus, frequency is measured in lines per inch, or LPI.



**Full Page Icon** –A mouseform used to link columns with Set Text Routing.

**GEM** –The Atari Graphics Environment Manager

**Graphic** –A generic term for non-text elements, including rules, boxes, leaders and pictures. Graphics can be either bit-mapped pictures or object oriented drawings.



- Greeking** –The replacement of small screen text with hash marks to speed up the screen display time. Greeked text will appear as solid black bars.
- Grid** –A background network of nonprinting horizontal and vertical dotted lines, much like a piece of graph paper. The spacing of the grid lines may be set to any value. The grid may be activated to snap nearby page elements into X and Y alignment when the elements are created, moved or sized. The grid is used to aid in positioning text and graphics.
- Group** –To combine selected objects into a single unit to simplify editing operations.
- Guides** –Guides are nonprinting horizontal or vertical lines which span the document page. They are used for aligning page elements and may be activated like the grid to snap nearby page elements into alignment when the elements are created, moved or sized.
- Gutter** –The space between columns on a document page.
- Halftone** –A halftone is an image in which light and dark shades are produced with lines of small and large dots.
- Hanging Outdent** –A text formatting attribute. A form of paragraph formatting where the first line is flush against the left margin, but all subsequent lines are indented to the right. A paragraph with a hanging outdent is said to be outdented. (This paragraph is a hanging outdent.)
- Header** –The line(s) of text appearing at the top of a document page, separate from the main body. Typical uses are to denote a chapter or section title appearing on all pages. Thus, headers are normally placed on a master page.
- Headlines** –Headlines are used to impart the subject of the body text or an important fact.
- Highlight** –Position the pointer at the beginning or end of the desired text range. Press down on the mouse button and drag the pointer across the entire text range. Release the button when the desired text is highlighted.
- HLS** –A color definition system: Hue, Lightness, Saturation. Also known as HSB (Hue, Saturation, Brightness).



**HSV** –A color definition system: Hue, Saturation, Value.

**Hyphenation** –The insertion of a dash within a word to break it at the end of a line for formatting purposes.

**Import** –To bring a text or graphic file created by a different program into the active document for use by PageStream.

**Indent** –A text formatting attribute. Paragraphs may be indented from the left and/or right margins with the Left/Right Indent command. The entire paragraph will be indented from the margins.

**Indented Paragraph** –A text formatting attribute. A form of paragraph formatting where the first line is indented from the left column margin and the remainder are flush with the left margin.

**Insert Mode** –A method of entering text where any characters entered into the midst of previously entered text will be inserted rather than writing over the text.

*italic*

**Italic** –A text style attribute. The obliquing or slanting of characters to the right.

**Jaggies** –Jaggies are the uneven strokes of characters appearing on screen due to the use of bit-mapped fonts to speed up screen display. Jaggies will not appear when the document is printed out.

**Justification** –A form of paragraph formatting. Justification inserts extra space between words and/or individual characters to adjust a text line to fit the column width.

**Kerning** –The changing of the relative spacing between two adjacent characters to improve readability and appearance, or to fit a certain space.

**Keyboard Alternates** –Many menu selections may be accessed from the keyboard with the Control or Alternate keys. (See Appendix B.)

**Landscape** –The horizontal orientation of a document.

**Layout** –The arrangement of text columns, text objects and graphics on a document page.



æ fi Æ

light

**Leading / Line Spacing** –The vertical spacing between lines of text.

**Ligature** –Two or more characters that are fixed together and treated as one.

**Light** –A text style attribute. The appearance is of characters displayed at one-half their normal density.

**Line Style** –A graphic attribute. The style, width and ending point which is used to create a rule (line), box, circle or arc. Circles and arcs may not have bevelled or arrowed ends.

**Linked Columns** –Columns between which text will flow. If text overfills a column the excess will be sent to a linked column which can be anywhere within a document. Columns may be linked automatically with Create Columns or manually with Set Text Routing.

**Lock** –This fixes the position of an object or group of objects on the document page to avoid accidental moving or resizing.

**Macro** –A single keystroke representing a predefined sequence of other keystrokes or commands.

**Margin** –The white area around the edges of a page or column. Four margins are defined for a column top, bottom, left and right. The white space around the outer edges of all the columns on a page is referred to as the page margins.

**Master Page** –A base page containing fixed text and/or graphic elements which are to appear on all pages of the document. Single sided documents have one master page, double sided documents have separate left and right-hand master pages. Typical items for a master page are page numbers, headers and footers.

**Measuring System** –The units to use for measuring distance on a page. The default is inches, but any measuring system may be set with the Measuring System command.

**Mechanical Separation** –(spot color) –Used to indicate colors which cannot be separated into component parts such as metallics and fluorescents.



mirror

**Menu Bar** –The drop down menu headers along the top of the screen. (File, Edit, Layout...)

**Metric Points** –A measuring system. The units are approximately one-half of a point, or 35/3600 of an inch. The abbreviation for metric points is mp. ie: 140 mp

**Mirror** –A text style attribute. The appearance is of individual characters displayed in a mirror, or rotated 180° along the Y axis.

**Monospace Font** –A font type in which each character occupies an equal measure of line space. ie: Courier.

**Mouseform** –The mouse representation on screen can take on different forms depending on the toolbox tool or menu command selected. The mouseforms used in PageStream are: the outline cursor, pointer, crosshair, empty page, full page and picture frame.

**Normal** –A text style attribute. The appearance is of text without any style attributes selected.

**Object** –A single page element. Text columns, text objects, bit-mapped pictures and object oriented drawings are all objects. Objects can be manipulated while in object or reshape modes.

**Object Drawing** –Also called vector graphics, object drawings are made up of drawing elements which can be individually manipulated. Object drawings may be created in PageStream with the drawing tools or imported from another program such as Aegis Draw or Professional Draw.

 **Open Hand** –A mouseform used when moving page elements. 

**Orphan** –A line of type which leads into a paragraph of type but which has been isolated at the end of a text column.

**Outdented Paragraph** –A form of paragraph formatting where the first line is flush against the left margin, but all subsequent lines are indented to the right. A paragraph with a hanging outdent is said to be outdented.

**Outline** –A text style attribute. The appearance is of characters displayed as a hollow silhouette.



**Page Orientation** – This refers to the orientation of a page with reference to the paper. Horizontal orientation is referred to as landscape and vertical orientation as portrait.

**Page Size** – This is the size of the document pages, regardless of the paper size.

**Paper Size** – This is the size of the printer paper, regardless of the page size.

**Pica** – A measuring system. The units are in terms of 600/3600 or 1/6 of an inch. The abbreviation is pc. ie: 12pc

**Picture Frame** – A mouseform.

**Point** – A measuring system. The units are in terms of 50/3600 or 1/72 of an inch. This is the default for most operations since it is the most common unit of typographical measurement. The abbreviation is pt. ie: 12pt

**Point Size** – A text attribute. The size of a text character, which is usually measured in points, is referred to as the point size.



**Pointer** – A mouseform used to select page elements to manipulate.

**Portrait** – The term for the vertical orientation of a page.

**Proportional Font** – A font design in which each character has its own width, based on its appearance, removing unsightly gaps between letters.

**Pullouts** – Pullouts are excerpts of body text. They are enlarged and positioned near the text source to attract attention. Magazines use pullouts extensively to interest readers to finish an article.



**Reshape Tool** – The Reshape Tool is used to reshape polygons and Bézier curves.

**Resizing** – The act of increasing or decreasing the size of a selected element. Elements may be resized when the pointer tool is selected.

**reverse**

**Reverse** – A text style attribute. The appearance is of white text on a black background.



**RGB** –A color definition system: Red, Green, Blue. It is a common model used because color monitors add these primary colors to produce other colors.

**Rotate** –The turning of a selected object about its Z axis. Rotating an object 180° is the same as inverting it. See Slant and Twist.

**Routing** –The linkage paths for text flow through columns within a document.

**Rules** –Rules are horizontal or vertical lines used as graphic layout aids.

**Rulers** –Visual aids scaled in the current measuring system units to aid in the positioning of text and objects on a page. Rulers are superimposed across the top and left hand side of the active document window. As the mouse moves within the page boundaries, its X and Y positions are represented by moving marks on the rulers.

**Sans Serif** –A font category characterized by a lack of embellishments (serifs) at the end of straight-line strokes. ie: CS Triumvirate.

**Scaling** –The process of enlarging or reducing an object while maintaining its aspect ratio (X:Y ratio).

**Screen Angle** –The angle at which a line of halftone dots is rotated so as to avoid moiré patterns and to properly blend colors.

**Script Fonts** –Script fonts are designed to simulate handwriting or handwritten lettering.

**Select** –The act of choosing a menu command, toolbox icon, dialog box option, or an object on the current document page.

**Serif** –A font category characterized by embellishments (serifs) at the end of straight-line strokes. ie: CS Times.

**Shadow** –A text style attribute. The appearance is of characters displayed as if each were shadowed down to the right.

**Size handles** –The set of small squares which appear around a selected element. They are used to resize objects.



## strike through

**Slant** –The obliquing of the vertical portions of a selected object about its Z axis. See Rotate and Twist.

**Spell Checker** –A program option which allows comparison between words in a document and a reference dictionary.

**Standoff** –The amount of white space left around a graphic image when running text around it.

**Strike Through** –A text style attribute. The appearance is of characters written with a horizontal line through their center.

**Styles** –A text attribute. Styles available in PageStream are: normal, backslant, bold, double underline, italics, light, mirror, outline, reverse, shadow, strike through, underline and upside down.

**Style Sheet** –A style sheet is a collection of tags used to promote formatting uniformity and to speed up document preparation. A style sheet is saved with a document or can be saved separately.

**Subscript** –A text formatting attribute. Text which is below the baseline and usually in a smaller point size than the main body text of a document.

**Superscript** –A text formatting attribute. Text which is above the baseline and usually in a smaller point size than the main body text of a document.

**Symbol Fonts** –Symbol fonts are extra symbols not contained within the regular character set.

**Tab** –A method of indenting a line of text a set amount from the left column margin. Multiple tabs may be defined for each column or text object.

**Tag** –A tag is a predefined set of formatting commands which is applied to text to promote formatting uniformity. A collection of tags is referred to as a style sheet and is saved with a document.

**Template** –A pre-made document file containing the layout, style sheet and master page items. It serves as a quick starting point for new documents following a similar style.



**Text** –The term text is used for printed characters and symbols, regardless of their shape, style or size.

**Text Column** –A text column is a defined area on a document page which can hold text. A column has left, right, top and bottom margins. These limit the amount of text a column can hold.

**Text Fields** –The entry lines in dialog boxes in which values may be typed.



**Text Tool** –The Text tool is used to enter and manipulate text.

**Text Object** –A text object is a semi-defined area on a document page which can hold text. While it has X and Y coordinates for its top left and bottom right corners, it does not have defined right and bottom margins. Thus, a text object is only as large as the text it contains. Since it has no right margin, justification cannot be used.

**Text Overflow** –A condition resulting from excess text in a column. The excess text is not lost and can be directed to another column with text routing.

**Text Runaround** –A condition in which text in a column flows around a graphic image.

**Thumbnail** –A printing option in which small sketches of pages, indicating text blocks, margins, illustrations and general layout, and are printed to aid in formatting a document.

**Tiling** –A printing option in which a page larger than the paper size is printed on a number of pages for later pasting together to create one page.

**Toolbox** –The collection of icons initially located at the far right side of the program desktop. The toolbox is used for changing working modes, selecting drawing tools and changing pages.

**Tracking** –See Character Spacing.

**Twist** –The obliquing of the horizontal portions of a selected object about its Z axis. (See Rotate and Slant)



**Typeface** –The basic shape, or design, of a character set.

**Typeover Mode** –A text entry mode in which text entered into the midst of previously entered text writes over the previous text.

**Typography** –Typography is the art of printing.

underline

**Underline** –A text style attribute. The appearance is of characters with a line drawn directly under the main body.

**Unlock** –This command releases a selected object which has been previously locked so that it can be manipulated.

**Upside Down** –A text style attribute. The appearance is of characters inverted over the X axis.

**Variable Zoom** –A View magnification option. This command is used to expand the display screen scale up to 1500% for close-up viewing.

**Widow** –A single line of text isolated at the top of a column which is the end of a sentence of paragraph.

**Window** –An area of the screen defined by a title bar at the top and scroll bars along the right and bottom sides which can be manipulated with mouse commands. Windows may be resized, moved, scrolled, stacked and closed.

**Word Wrap** –A text formatting feature which wraps words onto the next line of text rather than breaking them in two at the right margin.

**WYSIWYG** –An acronym for What You See Is What You Get. It refers to a program's accuracy in rendering a view of the printed page on screen.

**X-Height** –The height of the lowercase x character. It represents the size of the main body of text characters without ascenders or descenders in a given font.

**YIQ** –A color definition system: Yield, Intensity, Quadriture.



# *Keyboard Equivalents*

B



# Appendix B:

## Keyboard Equivalents

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### Using Equivalents

Almost every command in PageStream has a keyboard equivalent. This allows PageStream to be operated from the keyboard, independent of the mouse. It also aids in writing macros. The keyboard equivalents are used to write macros in PageStream's script language. (See page 8.12.)

Some PageStream commands open dialog boxes to select command options. Many of these options are set with radio buttons, or check boxes which can be selected with the mouse. Some of the buttons have keyboard equivalents for them as well.

Text fields in dialog boxes are lines which allow you to enter and edit text strings. PageStream provides several keyboard functions to make editing text in dialog boxes simple.

### Keyboard Equivalents

#### *Keyboard Equivalent Conventions*

- Esc = press the Escape key and then type...
- Ctrl = hold down the Control key while pressing...
- Alt = hold down the Alternate key while pressing...

In general, OK buttons may be selected by typing Alternate O. Cancel buttons may be selected with Alternate C and Default buttons can be selected with Alternate D. Exit buttons may be selected with Alternate E. When asked to select the Block, Article Or Document to change, the equivalents are Alternate B, A and D, respectively.



To clear the text from a text field press Alternate X or the Esc key. All text in the text field where the cursor is will be erased. Alternatively, use the Backspace and Delete keys to erase the text one character at a time. The left and right arrow keys may be used to move left and right within a text field without erasing characters.

To move between text fields use the up and down arrow keys. The Return (or Enter) key can be used to move down through the text fields once. After pressing Return in the last text field in the dialog box, the text cursor will disappear. Pressing Return one more time will select the default button (the bold button). This is usually OK. Most dialog boxes use Alternate and the first letter of the button, or Alternate followed by a number.

Text entry into PageStream's columns and text objects is similar to most word processors. The up arrow key will move up one line and conversely the down arrow key will move down one line. The left and right arrow keys will move left and right a single character. Ctrl left arrow (hold down Ctrl while pressing the left arrow key) will move the text cursor to the beginning of the current line. Ctrl right arrow will move to the end of the line. The Delete key is used to delete the character immediately to the right of the text cursor and the BackSpace key will delete the character to the left.

### Keyboard Equivalent List

The list below is a complete reference to all PageStream command equivalents, and equivalents for radio buttons and check boxes in the dialog boxes opened by commands.

#### Desk

| Command     | Buttons | Equivalents  |
|-------------|---------|--------------|
| PageStream2 |         | Esc 0 (zero) |

#### File

| Command | Buttons      | Equivalents           |
|---------|--------------|-----------------------|
| New     |              | Esc FN or Alternate N |
|         | Single-Sided | Alternate S           |
|         | Double-Sided | Alternate D           |
|         | Portrait     | Alternate P           |
|         | Landscape    | Alternate L           |
| Open    |              | Esc FO or Alternate O |
| Append  |              | Esc FA                |

## B.2 Keyboard Equivalents



## File cont...

| Command           | Buttons | Equivalents           |
|-------------------|---------|-----------------------|
| Close             |         | Esc FC or Alternate W |
| Save              |         | Esc FS or Alternate S |
| Save As...        |         | Esc FW                |
| Save As Template  |         | <i>no equivalent</i>  |
| Import Text       |         | Esc FT                |
| Import Graphics   |         | Esc FG                |
| Export Text       |         | Esc F1                |
| Export Graphics   |         | Esc F2                |
| Print Document    |         | Esc FP or Alternate P |
| Save Doc Defaults |         | <i>no equivalent</i>  |
| Quit              |         | Esc FQ or Alternate Q |

## Edit

| Command            | Buttons               | Equivalents           |
|--------------------|-----------------------|-----------------------|
| Undo               |                       | Esc EU or Alternate Z |
| Cut                |                       | Esc EX or Alternate X |
| Copy               |                       | Esc EC or Alternate C |
| Paste              |                       | Esc EP or Alternate V |
| Delete             |                       | Esc ED or Alternate B |
| Insert Mode        |                       | Esc EI                |
| Select All         |                       | Esc EA or Alternate A |
| Search Text        |                       | Esc ES or Alternate S |
| Replace Text       | <i>Case Sensitive</i> | <i>Alternate 1</i>    |
|                    | <i>Case Sensitive</i> | Esc ER or Alternate R |
|                    | <i>Verify Replace</i> | <i>Alternate 1</i>    |
| Replace Attributes |                       | <i>Alternate 2</i>    |
|                    |                       | Esc ET                |

## Layout

| Command           | Buttons               | Equivalents           |
|-------------------|-----------------------|-----------------------|
| Create Columns    |                       | Esc LC                |
|                   | <i>Columns Linked</i> | <i>Alternate 1</i>    |
| Snap to Guides    |                       | Esc LB                |
| Snap to Grid      |                       | Esc LG                |
| Set Grid          |                       | Esb LS                |
| Insert Page       |                       | Esc LI                |
| Delete Page       |                       | Esc LD                |
| Move Page         |                       | Esc LM                |
| Move to Page      |                       | Esc LP or Alternate M |
| Show Master Page  |                       | Esc LH                |
| Set Text Routing  |                       | Esc LR                |
| Kill Text Routing |                       | Esc LK                |

## B.3 Keyboard Equivalents



## Layout cont..

| Command               | Buttons            | Equivalents        |
|-----------------------|--------------------|--------------------|
| Insert Page Number    |                    | Esc L#             |
| Set Starting Page No. |                    | Esc LN             |
|                       | <i>Arabic</i>      | <i>Alternate 1</i> |
|                       | <i>Roman Upper</i> | <i>Alternate 2</i> |
|                       | <i>Roman Lower</i> | <i>Alternate 3</i> |
| Set Page Dimensions   |                    | Esc L1             |

## View

| Command             | Buttons | Equivalents                  |
|---------------------|---------|------------------------------|
| Show Facing Pages   |         | Esc V1 <i>or Alternate 1</i> |
| Show Full Page      |         | Esc V2 <i>or Alternate 2</i> |
| Show 50%            |         | Esc V3 <i>or Alternate 3</i> |
| Show Actual Size    |         | Esc V4 <i>or Alternate 4</i> |
| Show 200%           |         | Esc V5 <i>or Alternate 5</i> |
| Show Full Width     |         | Esc V6 <i>or Alternate 6</i> |
| Show/Set User Scale |         | Esc V7 <i>or Alternate 7</i> |
| Variable Zoom       |         | Esc V8 <i>or Alternate 8</i> |
| Show Rulers         |         | Esc V9 <i>or Alternate 9</i> |
| Show Guides         |         | Esc V0 <i>or Alternate 0</i> |
| Show Grid           |         | Esc V- <i>or Alternate -</i> |
| Show Tabs           |         | Esc VT                       |
| Show Text Routing   |         | Esc VR                       |
| Show Column Outline |         | Esc VO                       |
| Show Pictures       |         | Esc VP                       |
| Set Greeking        |         | Esc VG                       |

## Style

| Command          | Buttons        | Equivalents             |
|------------------|----------------|-------------------------|
| Font/Point       |                | Esc 1F <i>or Ctrl F</i> |
|                  | <i>Manager</i> | <i>Alternate M</i>      |
| Normal           |                | Esc 1N <i>or Ctrl N</i> |
| Backslant        |                | Esc 1Q <i>or Ctrl Q</i> |
| Bold             |                | Esc 1B <i>or Ctrl B</i> |
| Double Underline |                | Esc 1= <i>or Ctrl =</i> |
| Italicize        |                | Esc 1K <i>or Ctrl K</i> |
| Light            |                | Esc 1L <i>or Ctrl L</i> |
| Mirror           |                | Esc 1X <i>or Ctrl X</i> |
| Outline          |                | Esc 1O <i>or Ctrl O</i> |
| Reverse          |                | Esc 1R <i>or Ctrl R</i> |
| Shadow           |                | Esc 1S <i>or Ctrl S</i> |
| Strike Through   |                | Esc 1- <i>or Ctrl -</i> |
| Underline        |                | Esc 1U <i>or Ctrl U</i> |
| Upside Down      |                | Esc 1W <i>or Ctrl W</i> |

### B.4 Keyboard Equivalents



## Format

| Command           | Buttons              | Equivalents        |
|-------------------|----------------------|--------------------|
| Super Script      |                      | Esc 21             |
| Baseline Script   |                      | Esc 22             |
| Sub Script        |                      | Esc 23             |
| Change Super/Sub  |                      | Esc 24             |
| Left/Right Indent |                      | Esc 2I             |
| Line/Char Spacing |                      | Esc 2S             |
|                   | <i>Auto Line</i>     | <i>Alternate 1</i> |
|                   | <i>Fixed Leading</i> | <i>Alternate 2</i> |
| Block Left        |                      | Esc 2L             |
| Center            |                      | Esc 2C             |
| Block Right       |                      | Esc 2R             |
| Char Justify      |                      | Esc 2J             |
| Word Justify      |                      | Esc 2W             |
| Auto Justify      |                      | Esc 2A             |
| Make Uppercase    |                      | Esc 2,             |
| Make Lowercase    |                      | Esc 2.             |
| Make Capitalized  |                      | Esc 2/             |

## Text

| Command              | Buttons       | Equivalents        |
|----------------------|---------------|--------------------|
| Tag                  |               | Esc 3T             |
|                      | <i>Delete</i> | <i>Alternate D</i> |
|                      | <i>Add</i>    | <i>Alternate A</i> |
|                      | <i>Save</i>   | <i>Alternate S</i> |
| No Para. Format      |               | Esc 3N             |
| Indented Para.       |               | Esc 3I             |
| Outdented Para.      |               | Esc 3O             |
| Set Indent/Outdent   |               | Esc 3D             |
| Manual Kern          |               | Esc 3/             |
| Batch Kern           |               | Esc 3K             |
| Manual Hyphenate     |               | Esc 3-             |
| Batch Hyphenate      |               | Esc 3H             |
| Batch Spell Checking |               | Esc 3S             |

## Object

| Command        | Buttons | Equivalents           |
|----------------|---------|-----------------------|
| Bring to Front |         | Esc OF or Alternate F |
| Send to Back   |         | Esc OB or Alternate B |
| Group          |         | Esc OG or Alternate G |
| Ungroup        |         | Esc OU or Alternate U |
| Fill Style     |         | Esc O1 or Alternate H |
| Line Style     |         | Esc O2 or Alternate J |

## B.5 Keyboard Equivalents



## Object cont...

| Command          | Buttons                                                                                                  | Equivalents                                                                                                                                               |
|------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Edit Coordinates | <i>Right/Bottom</i><br><i>Width/Height</i><br><i>%Width/%Height</i>                                      | Esc OE or Alternate E<br><i>Alternate 1</i><br><i>Alternate 2</i><br><i>Alternate 3</i>                                                                   |
| Align            | <i>Left</i><br><i>Center Horz.</i><br><i>Right</i><br><i>Top</i><br><i>Center Vert.</i><br><i>Bottom</i> | Esc OA or Alternate I<br><i>Alternate 1</i><br><i>Alternate 2</i><br><i>Alternate 3</i><br><i>Alternate 4</i><br><i>Alternate 5</i><br><i>Alternate 6</i> |
| Rotate           |                                                                                                          | Esc OR                                                                                                                                                    |
| Lock             |                                                                                                          | Esc OL or Alternate L                                                                                                                                     |
| Unlock           |                                                                                                          | Esc OK or Alternate Y                                                                                                                                     |
| Text Runaround   | <i>no runaround</i><br><i>right</i><br><i>left</i><br><i>top/bottom</i><br><i>surround</i>               | Esc OT or Alternate T<br><i>Alternate 1</i><br><i>Alternate 2</i><br><i>Alternate 3</i><br><i>Alternate 4</i><br><i>Alternate 5</i>                       |
| Duplicate        |                                                                                                          | Esc OD or Alternate D                                                                                                                                     |

## Global

| Command           | Buttons                                                                                                    | Equivalents                                                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Configure Printer | <i>Par:</i><br><i>Ser:</i><br><i>Disk File:</i><br><i>Device:</i><br><i>Ascending</i><br><i>Descending</i> | Esc GC<br><i>Alternate 1</i><br><i>Alternate 2</i><br><i>Alternate 3</i><br><i>Alternate 4</i><br><i>Alternate 5</i><br><i>Alternate 6</i> |
| Set/Save Paths    | <i>Manager</i><br><i>Add</i><br><i>Remove</i><br><i>Update</i>                                             | Esc GP<br><i>Alternate M</i><br><i>Alternate A</i><br><i>Alternate R</i><br><i>Alternate U</i>                                             |
| Set/Save Macros   |                                                                                                            | Esc GM                                                                                                                                     |
| Measuring System  | <i>Inches</i><br><i>Centimeters</i><br><i>Millimeters</i><br><i>Picas</i><br><i>Points</i>                 | Esc GS<br><i>Alternate 1</i><br><i>Alternate 2</i><br><i>Alternate 3</i><br><i>Alternate 4</i><br><i>Alternate 5</i>                       |

## B.6 Keyboard Equivalents



## Global cont...

| Command                  | Buttons              | Equivalents        |
|--------------------------|----------------------|--------------------|
|                          | <i>Ciceros</i>       | <i>Alternate 6</i> |
|                          | <i>Didot Points</i>  | <i>Alternate 7</i> |
|                          | <i>Metric Points</i> | <i>Alternate 8</i> |
|                          | <i>Absolute</i>      | <i>Alternate 9</i> |
| Change Scr. Colors       |                      | Esc G0             |
| Edit Color Palette       |                      | Esc G1             |
|                          | <i>New</i>           | <i>Alternate N</i> |
|                          | <i>Edit</i>          | <i>Alternate E</i> |
|                          | <i>Delete</i>        | <i>Alternate D</i> |
|                          | <i>Append</i>        | <i>Alternate A</i> |
|                          | <i>Save</i>          | <i>Alternate S</i> |
| <i>Edit Color</i>        | <i>Separable</i>     | <i>Alternate S</i> |
|                          | <i>Mechanical</i>    | <i>Alternate M</i> |
| Edit Hyphen Exceptions   |                      | Esc G2             |
|                          | <i>Hyphenate</i>     | <i>Alternate H</i> |
|                          | <i>Find</i>          | <i>Alternate F</i> |
|                          | <i>Add</i>           | <i>Alternate A</i> |
|                          | <i>Delete</i>        | <i>Alternate D</i> |
| Set Hyphen Rules         |                      | Esc G3             |
|                          | <i>lower only</i>    | <i>Alternate 1</i> |
| Edit Spelling Dictionary |                      | Esc G4             |
|                          | <i>Match</i>         | <i>Alternate M</i> |
|                          | <i>Add</i>           | <i>Alternate A</i> |
|                          | <i>Delete</i>        | <i>Alternate D</i> |
| Set Kerning Pair         |                      | Esc G5             |
|                          | <i>Delete</i>        | <i>Alternate D</i> |
|                          | <i>Add</i>           | <i>Alternate A</i> |

## Toolbox

| Tool                | Equivalents |
|---------------------|-------------|
| Text Tool           | Esc TT      |
| Pointer Tool        | Esc TO      |
| Column Tool         | Esc TC      |
| Reshape Tool        | Esc TU      |
| Box Tool            | Esc TB      |
| Rounded Box Tool    | Esc TR      |
| X/Y Line Tool       | Esc TL      |
| Line Tool           | Esc TD      |
| Circle Tool         | Esc T1      |
| Ellipse Tool        | Esc T2      |
| Circular Arc Tool   | Esc T3      |
| Elliptical Arc Tool | Esc T4      |
| Polygon Tool        | Esc TP      |

## B.7 Keyboard Equivalents



**Toolbox cont...****Tool**

Freehand Tool

Go to Page #

Go to Page -1

Go to Page +1

**Equivalents**

Esc TF

Esc T Return

Esc T←

Esc T→



# *Special Characters*

C



# Appendix C:

## Special Characters

### Special Characters

#### *The PageStream Character Set*

PageStream supports many characters in addition to the standard alphanumeric characters. The PageStream character set includes accented characters, math and typographic symbols. Computer keyboards do not have enough keys to enter these special characters so they must be entered with a combination of keystrokes.

#### Entering Special Characters

PageStream provides two methods of entering special characters. The character identification number may be typed in combination with Control D, or a simple mnemonic can be used in conjunction with Control C. These two key sequences allow access to all 255 PageStream characters.

Many fonts do not use the entire PageStream character set. Some Soft-Logik format fonts have only alphanumeric characters and punctuation symbols. PostScript fonts have very limited character sets which offer only a few extra symbols and foreign characters. PageStream automatically interprets the different types of fonts to match the PageStream character set order as closely as possible.

❖ When you enter a character not defined in a font, the character will be entered but nothing can be displayed. If you later select the text and change the typeface to one in which the character is defined the character will appear. Some improperly created public domain fonts may enter a space when an undefined character is typed.



❖ *Spec sheets are pages used to select fonts. Spec sheets normally show the entire character set, a few enlarged characters, and a selection of body text for body type fonts.*

❖ *Load the FONTSPEC.TEM file with the Open command and change the Font Spec tag to the desired typeface name. Print page 1 for body text font samples or page 2 for display font samples. The spec sheets produced are 8.5x11" pages suitable for storage in a 3 ring binder.*

❖ *Print spec sheets for all public domain fonts in case the designer has not used standard character locations.*

❖ *Entering a special character may be aborted before the character is entered by pressing Esc or Backspace.*

## Entering Characters With Identification Numbers

Character identification numbers provide an easy way to enter special characters. Keep the manual open to this appendix to find character ID numbers.

Symbol font characters do not have standard alphanumeric characters so it is usually easier to enter them using their character identification numbers. If a reference guide is not included with the font, use the FONTSPEC.TEM file in the TEMPLATE drawer in the PSDOCS directory.

The steps to enter a character using an identification number are:

1. Press Control D.

*Hold down Ctrl while typing D or d. Release both keys.*

2. Type the three digit character identification number.

*Include leading zeros. If the character exists in the current font it will be shown on screen.*

## Entering Characters With Mnemonics

Mnemonics are the simplest method of entering commonly used characters. PageStream mnemonics are two letter combinations which are easy to remember and are entered with Control C. Some characters do not have mnemonics because they can be entered with the keyboard or because there is no simple mnemonic. Common characters may have more than one mnemonic so you can memorize the one you find easiest.

The steps to enter a character using a mnemonic are:

1. Press Control C.

*Hold down Ctrl while typing C or c. Release both keys.*

2. Type the mnemonic.

*Type the two letter mnemonic. If the character exists in the current font it will be shown on screen.*



**PageStream  
Character Set**

| Character | ID  | Mnemonic | Description               |
|-----------|-----|----------|---------------------------|
| ♥         | 001 |          | heart                     |
| ♦         | 002 |          | diamond                   |
| ♣         | 003 |          | club                      |
| ♠         | 004 |          | spade                     |
| ☺         | 005 |          | white happy face          |
| ●         | 006 |          | black happy face          |
| ♪         | 007 |          | music note                |
| ↕         | 008 |          | double up arrow           |
| ↕         | 009 |          | double down arrow         |
| ⇒         | 010 |          | double right arrow        |
| ⇐         | 011 |          | double left arrow         |
| ↕         | 012 |          | double up/down arrow      |
| ↔         | 013 |          | double left/right arrow   |
| ↑         | 014 |          | up arrow                  |
| ↓         | 015 |          | down arrow                |
| →         | 016 |          | right arrow               |
| ←         | 017 |          | left arrow                |
| ♀         | 018 |          | female                    |
| ♂         | 019 |          | male                      |
| ☺         | 020 |          | peace                     |
| —         | 021 |          | horizontal frame          |
|           | 022 |          | vertical frame            |
| +         | 023 |          | cross frame               |
| ┐         | 024 |          | bottom right corner frame |
| └         | 025 |          | bottom left corner frame  |
| ┌         | 026 |          | top left corner frame     |
| ┐         | 027 |          | top right corner frame    |
| ⊥         | 028 |          | bottom T frame            |
| ⊥         | 029 |          | top T frame               |
| ⊥         | 030 |          | right T frame             |
| ⊥         | 031 |          | left T frame              |
|           | 032 |          | space                     |
| !         | 033 |          | exclamation               |
| "         | 034 |          | double quote              |
| #         | 035 |          | number                    |
| \$        | 036 |          | dollar                    |
| %         | 037 |          | percent                   |
| &         | 038 |          | ampersand                 |
| '         | 039 |          | single quote              |

### C.3 Special Characters



# C

| Character | ID  | Mnemonic | Description       |
|-----------|-----|----------|-------------------|
| (         | 040 |          | left parenthesis  |
| )         | 041 |          | right parenthesis |
| *         | 042 |          | asterisk          |
| +         | 043 |          | plus              |
| ,         | 044 |          | comma             |
| -         | 045 |          | hyphen            |
| .         | 046 |          | period            |
| /         | 047 |          | slash             |
| 0         | 048 |          | zero              |
| 1         | 049 |          | one               |
| 2         | 050 |          | two               |
| 3         | 051 |          | three             |
| 4         | 052 |          | four              |
| 5         | 053 |          | five              |
| 6         | 054 |          | six               |
| 7         | 055 |          | seven             |
| 8         | 056 |          | eight             |
| 9         | 057 |          | nine              |
| :         | 058 |          | colon             |
| ;         | 059 |          | semicolon         |
| <         | 060 |          | less than         |
| =         | 061 |          | equal             |
| >         | 062 |          | greater than      |
| ?         | 063 |          | question mark     |
| @         | 064 |          | at                |
| A         | 065 |          | capital A         |
| B         | 066 |          | capital B         |
| C         | 067 |          | capital C         |
| D         | 068 |          | capital D         |
| E         | 069 |          | capital E         |
| F         | 070 |          | capital F         |
| G         | 071 |          | capital G         |
| H         | 072 |          | capital H         |
| I         | 073 |          | capital I         |
| J         | 074 |          | capital J         |
| K         | 075 |          | capital K         |
| L         | 076 |          | capital L         |
| M         | 077 |          | capital M         |
| N         | 078 |          | capital N         |

## C.4 Special Characters



| Character | ID  | Mnemonic | Description               |
|-----------|-----|----------|---------------------------|
| O         | 079 |          | capital O                 |
| P         | 080 |          | capital P                 |
| Q         | 081 |          | capital Q                 |
| R         | 082 |          | capital R                 |
| S         | 083 |          | capital S                 |
| T         | 084 |          | capital T                 |
| U         | 085 |          | capital U                 |
| V         | 086 |          | capital V                 |
| W         | 087 |          | capital W                 |
| X         | 088 |          | capital X                 |
| Y         | 089 |          | capital Y                 |
| Z         | 090 |          | capital Z                 |
| [         | 091 |          | left bracket              |
| \         | 092 |          | back slash                |
| ]         | 093 |          | right bracket             |
| ^         | 094 |          | power / large circumflex  |
| _         | 095 |          | underscore                |
| '         | 096 |          | left single quote / grave |
| a         | 097 |          | a                         |
| b         | 098 |          | b                         |
| c         | 099 |          | c                         |
| d         | 100 |          | d                         |
| e         | 101 |          | e                         |
| f         | 102 |          | f                         |
| g         | 103 |          | g                         |
| h         | 104 |          | h                         |
| i         | 105 |          | i                         |
| j         | 106 |          | j                         |
| k         | 107 |          | k                         |
| l         | 108 |          | l                         |
| m         | 109 |          | m                         |
| n         | 110 |          | n                         |
| o         | 111 |          | o                         |
| p         | 112 |          | p                         |
| q         | 113 |          | q                         |
| r         | 114 |          | r                         |
| s         | 115 |          | s                         |
| t         | 116 |          | t                         |
| u         | 117 |          | u                         |



| Character     | ID  | Mnemonic | Description              |
|---------------|-----|----------|--------------------------|
| v             | 118 |          | v                        |
| w             | 119 |          | w                        |
| x             | 120 |          | x                        |
| y             | 121 |          | y                        |
| z             | 122 |          | z                        |
| {             | 123 |          | left brace               |
|               | 124 |          | bar                      |
| }             | 125 |          | right brace              |
| ~             | 126 |          | tilde                    |
|               | 127 |          | fixed space              |
| √             | 128 | sr       | radical                  |
| —             | 129 | --       | radical bar              |
| ≈             | 130 | ~~       | approximately equals     |
| ≠             | 131 | != /=    | not equals               |
| ◁             | 132 | <a lt    | left single guillemot    |
| ▷             | 133 | >a gt    | right single guillemot   |
| ≤             | 134 | <=       | less or equal            |
| ≥             | 135 | >=       | greater or equal         |
| «             | 136 | <<       | left guillemot           |
| »             | 137 | >>       | right guillemot          |
| ×             | 138 | *x ** xx | multiply                 |
| ÷             | 139 | /-       | divide                   |
| ±             | 140 | + -      | plus or minus            |
| ¬             | 141 | !( ln    | logical not              |
|               | 142 | ::       | broken verical bar       |
| /             | 143 | //       | fraction                 |
| $\frac{1}{4}$ | 144 | 14       | one fourth               |
| $\frac{1}{2}$ | 145 | 12       | one half                 |
| $\frac{3}{4}$ | 146 | 34       | three quarters           |
| <sup>1</sup>  | 147 | ^1       | raised to power of one   |
| <sup>2</sup>  | 148 | ^2       | raised to power of two   |
| <sup>3</sup>  | 149 | ^3       | raised to power of three |
| π             | 150 | pi ~l    | pi                       |
| ∞             | 151 | oo 88    | infinity                 |
| ‰             | 152 | %%       | per thousand             |
| μ             | 153 | /u /U    | mu                       |
| Δ             | 154 | de       | delta                    |
| °             | 155 | 0^ *     | degree / ring accent     |
| ◌             | 156 | o_ O_    | masculine ord            |

## C.6 Special Characters



| Character | ID  | Mnemonic                   | Description            |
|-----------|-----|----------------------------|------------------------|
| Ð         | 157 | D-                         | dagger D               |
| þ         | 158 | Th                         | capital thorn          |
| Ø         | 159 | O/                         | capital slash O        |
| ¤         | 160 | xo XO x0 X0                | currency               |
| ¥         | 161 | y- Y- y= Y=                | yen                    |
| ¢         | 162 | c! C! cl Cl<br>c/ C/       | cent                   |
| £         | 163 | l- L- l= L=                | pound sterling         |
| f         | 164 | f-                         | florin                 |
| §         | 165 | se                         | section                |
| '         | 166 | "                          | single quote           |
| ,         | 167 | 'v                         | single quote, base     |
| "         | 168 | "v                         | double quote, base     |
| "         | 169 | "l "o                      | double quote, left     |
| "         | 170 | "r "c                      | double quote, right    |
| .         | 171 | .^                         | centered period        |
| •         | 172 | bu                         | bullet                 |
| —         | 173 | n-                         | en dash                |
| —         | 174 | m-                         | em dash                |
| ...       | 175 | . .                        | ellipsis               |
| fi        | 176 | fi                         | fi ligature            |
| fl        | 177 | fl                         | fl ligature            |
| Pt        | 178 | Pt                         | Pt                     |
| ‡         | 179 | =                          | diesis / dagger double |
| †         | 180 | -                          | dagger                 |
| ¶         | 181 | p! P!                      | paragraph              |
| ™         | 182 | tm                         | trademark              |
| ©         | 183 | co CO c0 C0                | copyright              |
| ®         | 184 | ro RO rt RT<br>rm RM r0 R0 | registered trademark   |
| ¿         | 185 | ??                         | inverted question mark |
| ¡         | 186 | !!                         | inverted exclamation   |
| ß         | 187 | so SO s! S!<br>ss SS s0 S0 | german double s        |
| ª         | 188 | a_ A_                      | ord feminine           |
| đ         | 189 | d-                         | dagger d               |
| þ         | 190 | th                         | thorn                  |
| ø         | 191 | o/                         | slash o                |
| À         | 192 | A'                         | A grave                |



# C

| Character | ID  | Mnemonic     | Description  |
|-----------|-----|--------------|--------------|
| Á         | 193 | A'           | A acute      |
| Â         | 194 | A^           | A circumflex |
| Ã         | 195 | A~           | A tilde      |
| Ä         | 196 | A"           | A dieresis   |
| Å         | 197 | A* Ao AO     | A ring       |
| Æ         | 198 | AE           | AE ligature  |
| Ç         | 199 | C,           | C cedilla    |
| È         | 200 | E'           | E grave      |
| É         | 201 | E'           | E acute      |
| Ê         | 202 | E^           | E circumflex |
| Ë         | 203 | E"           | E dieresis   |
| Ì         | 204 | I'           | I grave      |
| Í         | 205 | I'           | I acute      |
| Î         | 206 | I^           | I circumflex |
| Ï         | 207 | I"           | I dieresis   |
| Ł         | 208 | L/           | L slash      |
| Ñ         | 209 | N~           | N tilde      |
| Ò         | 210 | O'           | O grave      |
| Ó         | 211 | O'           | O acute      |
| Ô         | 212 | O^           | O circumflex |
| Õ         | 213 | O~           | O tilde      |
| Ö         | 214 | O"           | O dieresis   |
| Œ         | 215 | OE           | OE ligature  |
| Š         | 216 | Sv           | S caron      |
| Ù         | 217 | U'           | U grave      |
| Ú         | 218 | U'           | U acute      |
| Û         | 219 | U^           | U circumflex |
| Ü         | 220 | U"           | U dieresis   |
| Ý         | 221 | Y'           | Y acute      |
| Ÿ         | 222 | Y"           | Y dieresis   |
| Ž         | 223 | Zv           | Z caron      |
| à         | 224 | a'           | a grave      |
| á         | 225 | a'           | a acute      |
| â         | 226 | a^           | a circumflex |
| ã         | 227 | a~           | a tilde      |
| ä         | 228 | a"           | a dieresis   |
| å         | 229 | a* , ao , aO | a ring       |
| æ         | 230 | ae           | a ligature   |
| ç         | 231 | c,           | c cedilla    |

## C.8 Special Characters



| Character | ID  | Mnemonic | Description  |
|-----------|-----|----------|--------------|
| è         | 232 | e'       | e grave      |
| é         | 233 | e'       | e acute      |
| ê         | 234 | e^       | e circumflex |
| ë         | 235 | e"       | e dieresis   |
| ì         | 236 | i'       | i grave      |
| í         | 237 | i'       | i acute      |
| î         | 238 | i^       | i circumflex |
| ï         | 239 | i"       | i dieresis   |
| †         | 240 | /        | slash        |
| ñ         | 241 | n~       | n tilde      |
| ò         | 242 | o'       | o grave      |
| ó         | 243 | o'       | o acute      |
| ô         | 244 | o^       | o circumflex |
| õ         | 245 | o~       | o tilde      |
| ö         | 246 | o"       | o dieresis   |
| œ         | 247 | oe       | oe ligature  |
| š         | 248 | sv       | s caron      |
| ú         | 249 | u'       | u grave      |
| ú         | 250 | u'       | u acute      |
| û         | 251 | u^       | u circumflex |
| ü         | 252 | u"       | u dieresis   |
| ý         | 253 | y'       | y acute      |
| ÿ         | 254 | y"       | y dieresis   |
| ž         | 255 | zv       | z caron      |



# *Font Samples*

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D



# Appendix D:

## Font Samples

### Font Samples

This appendix contains *spec sheets* (font samples) for the ten Compugraphic and eight Soft-Logik format fonts included with PageStream 2. The range of characters defined in each font varies. Use these spec sheets to decide which fonts to use and to check if the characters you need are present in a font.

The fonts included with PageStream are:

#### Compugraphic Fonts

❖ The Compugraphic fonts included with PageStream have separate font outlines for each style variation. The Soft-Logik fonts may be italicized and made bold, and CS Triumvirate may be italicized. PageStream will apply these styles to the normal, or roman font data.

CS Times  
**CS Times Bold**  
*CS Times Italic*  
***CS Times Bold Italic***  
 CS Triumvirate  
**CS Triumvirate Bold**  
 Garamond Antiqua  
**Garamond Halbfett**  
*Garamond Kursiv*  
*Garamond Kursiv Halbfett*

® normal  
 ® bold  
 ® italic  
 ® bold italic

#### Soft-Logik Fonts

LtrGoth  
 Colombia  
**TomHud**  
**ORF47123**

UnivRmn  
**Saturn**  
**ARTISTIC**  
 Oriental



## Character Set

abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890!"#\$%&'()\*+,-./:;<=>  
, ^ ~ - ` . : " , \_ 1  
?@[ \ ] ^ \_ { | } ~  
< > «» / % °  
ø œ ¥ ¢ £ ¤ § ¨ • — … † ‡ ¶ ÷ ß ø  
À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü Ý Þ  
à á â ã ä å æ ç è é ê ë ì í î ï ñ ò ó ô õ ö ø ù ú û ü ý þ

## Display Size

# Ea1Ea1

36 pt

## Body Text

It was the best of times, it was the worst of times. it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way—in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.

## Usage

CS Times is an interpretation of Times Roman, originally created for the London Times in 1931. It is one of the most popular body type fonts because of its high readability even when printed on low resolution printers. Times Roman is standard in all PostScript printers so PageStream will automatically use the printer's internal version of Times Roman.



## Character Set

abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ

**1234567890!"#\$%&'()\*+,-./:;<=>**

\ / ^ ~ - u . : o " v

?@[\]^ ‘{|}~

| $\langle \rangle$ | $\langle\langle\rangle\rangle$ | /    | %    | °    |
|-------------------|--------------------------------|------|------|------|
| 0.00              | 0.00                           | 0.00 | 0.00 | 0.00 |
| 0.01              | 0.01                           | 0.01 | 0.01 | 0.01 |
| 0.02              | 0.02                           | 0.02 | 0.02 | 0.02 |
| 0.03              | 0.03                           | 0.03 | 0.03 | 0.03 |
| 0.04              | 0.04                           | 0.04 | 0.04 | 0.04 |
| 0.05              | 0.05                           | 0.05 | 0.05 | 0.05 |
| 0.06              | 0.06                           | 0.06 | 0.06 | 0.06 |
| 0.07              | 0.07                           | 0.07 | 0.07 | 0.07 |
| 0.08              | 0.08                           | 0.08 | 0.08 | 0.08 |
| 0.09              | 0.09                           | 0.09 | 0.09 | 0.09 |
| 0.10              | 0.10                           | 0.10 | 0.10 | 0.10 |
| 0.11              | 0.11                           | 0.11 | 0.11 | 0.11 |
| 0.12              | 0.12                           | 0.12 | 0.12 | 0.12 |
| 0.13              | 0.13                           | 0.13 | 0.13 | 0.13 |
| 0.14              | 0.14                           | 0.14 | 0.14 | 0.14 |
| 0.15              | 0.15                           | 0.15 | 0.15 | 0.15 |
| 0.16              | 0.16                           | 0.16 | 0.16 | 0.16 |
| 0.17              | 0.17                           | 0.17 | 0.17 | 0.17 |
| 0.18              | 0.18                           | 0.18 | 0.18 | 0.18 |
| 0.19              | 0.19                           | 0.19 | 0.19 | 0.19 |
| 0.20              | 0.20                           | 0.20 | 0.20 | 0.20 |
| 0.21              | 0.21                           | 0.21 | 0.21 | 0.21 |
| 0.22              | 0.22                           | 0.22 | 0.22 | 0.22 |
| 0.23              | 0.23                           | 0.23 | 0.23 | 0.23 |
| 0.24              | 0.24                           | 0.24 | 0.24 | 0.24 |
| 0.25              | 0.25                           | 0.25 | 0.25 | 0.25 |
| 0.26              | 0.26                           | 0.26 | 0.26 | 0.26 |
| 0.27              | 0.27                           | 0.27 | 0.27 | 0.27 |
| 0.28              | 0.28                           | 0.28 | 0.28 | 0.28 |
| 0.29              | 0.29                           | 0.29 | 0.29 | 0.29 |
| 0.30              | 0.30                           | 0.30 | 0.30 | 0.30 |
| 0.31              | 0.31                           | 0.31 | 0.31 | 0.31 |
| 0.32              | 0.32                           | 0.32 | 0.32 | 0.32 |
| 0.33              | 0.33                           | 0.33 | 0.33 | 0.33 |
| 0.34              | 0.34                           | 0.34 | 0.34 | 0.34 |
| 0.35              | 0.35                           | 0.35 | 0.35 | 0.35 |
| 0.36              | 0.36                           | 0.36 | 0.36 | 0.36 |
| 0.37              | 0.37                           | 0.37 | 0.37 | 0.37 |
| 0.38              | 0.38                           | 0.38 | 0.38 | 0.38 |
| 0.39              | 0.39                           | 0.39 | 0.39 | 0.39 |
| 0.40              | 0.40                           | 0.40 | 0.40 | 0.40 |
| 0.41              | 0.41                           | 0.41 | 0.41 | 0.41 |
| 0.42              | 0.42                           | 0.42 | 0.42 | 0.42 |
| 0.43              | 0.43                           | 0.43 | 0.43 | 0.43 |
| 0.44              | 0.44                           | 0.44 | 0.44 | 0.44 |
| 0.45              | 0.45                           | 0.45 | 0.45 | 0.45 |
| 0.46              | 0.46                           | 0.46 | 0.46 | 0.46 |
| 0.47              | 0.47                           | 0.47 | 0.47 | 0.47 |
| 0.48              | 0.48                           | 0.48 | 0.48 | 0.48 |
| 0.49              | 0.49                           | 0.49 | 0.49 | 0.49 |
| 0.50              | 0.50                           | 0.50 | 0.50 | 0.50 |
| 0.51              | 0.51                           | 0.51 | 0.51 | 0.51 |
| 0.52              | 0.52                           | 0.52 | 0.52 | 0.52 |
| 0.53              | 0.53                           | 0.53 | 0.53 | 0.53 |
| 0.54              | 0.54                           | 0.54 | 0.54 | 0.54 |
| 0.55              | 0.55                           | 0.55 | 0.55 | 0.55 |
| 0.56              | 0.56                           | 0.56 | 0.56 | 0.56 |
| 0.57              | 0.57                           | 0.57 | 0.57 | 0.57 |
| 0.58              | 0.58                           | 0.58 | 0.58 | 0.58 |
| 0.59              | 0.59                           | 0.59 | 0.59 | 0.59 |
| 0.60              | 0.60                           | 0.60 | 0.60 | 0.60 |
| 0.61              | 0.61                           | 0.61 | 0.61 | 0.61 |
| 0.62              | 0.62                           | 0.62 | 0.62 | 0.62 |
| 0.63              | 0.63                           | 0.63 | 0.63 | 0.63 |
| 0.64              | 0.64                           | 0.64 | 0.64 | 0.64 |
| 0.65              | 0.65                           | 0.65 | 0.65 | 0.65 |
| 0.66              | 0.66                           | 0.66 | 0.66 | 0.66 |
| 0.67              | 0.67                           | 0.67 | 0.67 | 0.67 |
| 0.68              | 0.68                           | 0.68 | 0.68 | 0.68 |
| 0.69              | 0.69                           | 0.69 | 0.69 | 0.69 |
| 0.70              | 0.70                           | 0.70 |      |      |

Øø¥¢£§¨ª«•—…ññ‡†¶ ∴;ßª ø

À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü Ý Þ

àáâãäåæçèéêëìíîïñòóôõöøùúûüýž

## Display Size

# Ea1Ea1

48 pt

36 pt

## Body Text

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way—in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.



## Character Set

*abcdefghijklmnopqrstu*  
*vwxyz*  
**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**  
 1 2 3 4 5 6 7 8 9 0 ! " # \$ % & ' ( ) \* + , - . / : ; < = >  
 \ ^ \_ ` { | } ~  
 ? @ [ \ ] ^ \_ { | } ~  
 < > « » / ‰ °  
 Ø ¤ € £ f § „ “ ” • — … fl ‡ † ¶ ¿ ¡ ßª ø  
 À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ  
 à á â ã ä å æ ç è é ê ë ì í î ï ñ ò ó ô õ ö ø š ŭ ú û ü ý ž

## Display Size

*Ea1 Ea1*

48 pt

## Body Text

*It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way—in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.*



**CS Times  
Bold Italic**

## Character Set

*abcdefghijklmnopqrstuvwxy*  
*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*1234567890!'"#\$%&'()\*+,-./:;<=>*  
*^\_`{ }~*  
*< > « » / % °*  
*ø ð ¥ ¢ £ ¤ § ¨ • — … † ‡ ¶*  
*À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü Ý Þ*  
*à á â ã ä å æ ç è é ê ë ì í î ï ñ ò ó ô õ ö ø ù ú û ü ý þ*

## Display Size

*Ea1 Ea1*

48 pt

36 pt

## Body Text

*It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way—in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.*



abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890!"#\$%&'()\*+,-./:;<=>  
, ^ ~ - ` . " ' \_ { | } ~  
? @ [ \ ] ^ \_ { | } ~  
< > « » / % °  
ø ð ø £ \$ % & ' • — … f i l t + ¶ ÷ ß ¢  
À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Š Ÿ Ù Ú Û Ü Ý Ž  
à á â ã ä å æ ç è é ê ë ì í î ï ñ ò ó ô õ ö ø š Ÿ ù ú û ü ý ž

## Display Size

Ea1Ea1

36 pt

## Body Text

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way—in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.

## Usage

CS Triumvirate is an interpretation of Helvetica, a very popular sans serif typeface created in 1957 by Max Meidinger. Triumvirate is an excellent font for both body text and display type. It can be used for almost all typesetting situations. Triumvirate mixes well with virtually every font except similar



øœƸç£ƒ\$“”•—…fıfl‡†¶ııβªø  
ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎĹŃÒÓÔÕÖœŠÙÚÛÜỸŽ  
àáâãääæçèéêëìíîĩłńòóôõöœšùúûüỹž

# Ea1 Ea1

48 pt

36 pt

## Body Text

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way—in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.



# D

## *Garamond Antiqua*

### Character Set

abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890!#\$%&'()\*+,-./:;<=>

? [\] ‘

£ ® ¶ , »  
AAAAAA CEEEEIII NOOOOO SUUUUYYZ  
aaaaaa ceeee nooooo suuuuuyyz

### Display Size

Ea1Ea1

48 pt

36 pt

### Body Text

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way ® in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.

### Usage

Garamond Antiqua was designed by Claude Garamond in the 1500's. It has become increasingly popular in the eighties and nineties for newsletters, books and magazines. Garamond prints best on high resolution devices, although it may be used with any type of printer.



**Garamond  
Halbfett****Character Set**

abcdefghijklmnopqrstuvwxyz  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 1234567890!#\$%&'()\*+,-./:;<=>

? [\] ‘

£ ® ¶ , »  
 AAAAAA CEEEEIII NOOOOO SUUUUYYZ  
 aaaaaa ceeee nooooo suuuuuyyz

**Display Size**

**Ea1Ea1**

48 pt

36 pt

**Body Text**

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way ® in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.



# Garamond Kursiv

## Character Set

*abcdefghijklmnopqrstuvwxyz*  
*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*1234567890!#\$%&'()\*+,-./:;<=>*

*? [ \ ] ^ \_ ` { | } ~*

*£ ® ¯ ¨ , »*  
*AAAAAA CEEEEIII NOOOOO SUUUUYYZ*  
*aaaaaa ceeee nooooo suuuuuyyz*

## Display Size

*Ea1Ea1*

48 pt

36 pt

## Body Text

*It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way ® in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.*



Garamond  
Kursiv  
Halbfett

## Character Set

*abcdefghijklmnopqrstuvwxyz*  
*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*1234567890!#\$%&'()\*+,-./:;<=>*

*? [\] ‘*

*£ ® ¶ , »*  
*AAAAAA CEEEEIII NOOOOO SUUUUYYZ*  
*aaaaaa ceeee nooooo suuuuuyyz*

## Display Size

*Ea1Ea1*

48 pt

36 pt

## Body Text

*It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way ® in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.*



## Character Set

abcdefghijklmnopqrstuvwxyz  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 1234567890!"#\$%&'()\*+,-./:;<=>  
 ?@[\]^\_`{|}~°¢£\$%&'()\*+,-./:;<=>  
 ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÑÒÓÔÕÖ×ØÙÚÛÜÝÞ  
 àáâãäåæçèéêëìíîïñòóôõö÷øùúûüýþ

## Display Size

Ea1Ea1

48 pt

36 pt

## Body Text

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way — in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.

## Usage

LtrGoth is based on Letter Gothic, a monospaced typewriter face. LtrGoth is condensed horizontally from the original typewriter font (sometimes called Prelude Elite or Orator) and is proportionally spaced. LtrGoth should not be used for long bodies of text, but for short captions and display purposes.



## UnivRmn

## Character Set

abcdefghijklmnopqrstuvwxyz  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 1234567890!"#\$%&'()\*+,-./:;<=>  
 ?@[\\]^\_`{|}~ / ° ¢ £ § “ ” • — — fl ¶ ™ © ® º ß º  
 À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö × Ù Ú Û Ü Ý Þ ß  
 à á â ã ä å æ ç è é ê ë ì í î ï ñ ò ó ô õ ö ø ù ú û ü ý þ ÿ

## Display Size

Ea1Ea1

48 pt

36 pt

## Body Text

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope. it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, We were all going direct the other way — in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.

## Usage

UnivRmn is based on University Roman, a fancy serif typeface. UnivRmn is a good choice for invitations, cards and personal greetings but should never be used for the body of a document.



**Colombia****Character Set**

abcdefghijklmnopqrstuvwxyz  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 1234567890!"#\$%&'()\*+,-./:;<=>  
 ?@[\]^\_`{|}~°c£§“”●—fi fl ¶ ™ © ® ; ¡ ß ª  
 À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü Ý Þ ß  
 à á â ã ä å æ ç è é ê ë ì í î ï ñ ò ó ô õ ö ø ù ú û ü ý þ ÿ

**Display Size**

**Ea1Ea1**

48 pt

36 pt

**Body Text**

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way — in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.

**Usage**

Colombia is a heavy body text font which is useful for short bodies of text. It is less readable than CS Times but has more character and is effective for titles. It is similar to Bodoni Bold.



abcdefghijklmnopqrstuvwxyz  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 1234567890!"#\$%&'()\*+,-./:;<=>  
 ?@[ \ ] ^ \_ ` { | } ~ / ° ¢ £ \$ % ' ( ) \* + , - . / : ; < = > ?  
 à á â ã ä å ç è é ê ë ì í î ï ñ ò ó ô õ ö ø ù ú û ü ý ÿ ž  
 ã ä å ç è é ê ë ì í î ï ñ ò ó ô õ ö ø ù ú û ü ý ÿ ž

# ΣΑΙΞΑΙ

48 pt

36 pt

Saturn is based on Motter Tektura, a futuristic display face. Saturn should only be used in small quantities for titles and headlines because of its low readability.



**abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890!"#\$%&'()\*+,-./:;<=>  
?@[\\]^\_`{|}~ / ° ¢ £ § “ ” • — ¨ ¯ ™ © ® ª ß ¤  
À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Š Ù Ú Û Ü Ý Þ Ž  
à á â ã ä å æ ç è é ê ë ì í î ï ñ ò ó ô õ ö ø š ù ú û ü ý þ ž**

## Display Size

**Ea1Ea1**

48 pt

36 pt

## Body Text

**It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way — in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.**

## Usage

TomHud is based on Broadway Extended, an effective display face. TomHud contrasts thick vertical strokes with very thin horizontal strokes which reproduce well on most printers.



# Artistic

## Character Set

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
1 2 3 4 5 6 7 8 9 0 ! & ? , . |

## Display Size

E A 1 E A 1

48 pt

36 pt

## Usage

Artistic is an uppercase display font based on Artistik with a limited character set. Artistic is designed to be used for very short headlines and titles. It should never be used for body text.



*Creative*

## Character Set

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
 . , : ; ' " |

## Display Size



48 pt

36 pt

## Usage

Creative is based on Buster, a unique three dimensional font. Creative uses the illusion of depth to define the left and top edges of its characters. Creative should be used without any style attributes to avoid reducing its legibility and losing its original design. Creative should be used only for display situations. Only uppercase letters exist in this font.



**Oriental****Character Set**

abcdefghijklmnopqrstuvwxyz  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 1234567890!"%&'()\*+,-./:;=?

**Display Size**

**Ea1Ea1**

48 pt

36 pt

**Body Text**

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of ineredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair, we had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way - in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.

**Usage**

Oriental is an original display which can be printed on virtually any printer with satisfactory results. Although both upper and lowercase letters are defined it is not suitable for body text. Oriental can be used on cards, posters and signs as well as for headlines and titles.



# *Index*

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I



# Alphabetical Index

## A

|                     |             |
|---------------------|-------------|
| Actual Colors       | 7.8         |
| Actual Size, show   | 1.18        |
| Adobe Fonts         | 1.31        |
| Align (elements)    | 4.23        |
| Angle, screen       | 3.13        |
| Append Document     | 1.25        |
| Arcs                | 3.9         |
| Arcs, coordinates   | 4.7         |
| ASCII text, import  | 2.7-2.8     |
| ASCII text, export  | 2.41        |
| Attributes, element | 4.10        |
| Attribute Pickup    | 2.19        |
| Attributes, replace | 2.40        |
| Auto Justify        | 2.17 - 2.18 |
| Auto Unload         | 6.11        |

## B

|                            |             |
|----------------------------|-------------|
| Baseline Offsets           | 2.15        |
| Batch Kerning              | 2.27        |
| Batch Hyphenation          | 2.33        |
| Batch Spelling Check       | 2.30 - 2.31 |
| Bezier Curves              | 3.11        |
| Bezier Curves, coordinates | 4.7         |
| Bezier Curves, reshaping   | 4.9         |
| Bitmap Fonts               | 1.27        |
| Bitmap Pictures            | 3.4 - 3.5   |
| Bleed Area                 | 1.17        |
| Block Left                 | 2.18        |
| Block Right                | 2.18        |
| Bring to Front             | 4.21        |
| Boxes                      | 3.8         |
| Boxes, coordinates         | 4.6         |

## C

|                            |             |
|----------------------------|-------------|
| Capitlized                 | 2.21        |
| Centered Text              | 2.18        |
| Changing Pages             | 1.22        |
| Changing Screen Colors     | 7.12        |
| Character Justify          | 2.18        |
| Character Spacing          | 2.14        |
| Circles                    | 3.9         |
| Circles, coordinates       | 4.7         |
| Circular Arcs              | 3.9         |
| Circular Arcs, coordinates | 4.7         |
| Clip Art                   | 3.2         |
| Close Document             | 1.25        |
| CMYK                       | 7.2         |
| Collate                    | 6.4         |
| Color definition           | 7.1         |
| Color Palette              | 7.8         |
| Color Palette, appending   | 7.10        |
| Color Palette, saving      | 7.11        |
| Color, printing            | 7.6 - 7.7   |
| Color Separations          | 6.8, 7.6    |
| Colors, actual             | 7.8         |
| Colors, text fill          | 2.13        |
| Colors, element fill       | 4.11, 4.14  |
| Colors, line               | 4.15, 4.17  |
| Colors, screen             | 7.12        |
| Column Creation            | 2.2 - 2.4   |
| Column Outline, show       | 2.1         |
| Columns, multiple          | 2.3         |
| Columns, text              | 2.2         |
| Compugraphic Fonts         | 1.29 - 1.30 |
| Configuring the Printer    | 6.3-6.4     |
| Copy, elements             | 4.18        |
| Copy, text                 | 2.20        |
| Creating a Document        | 1.12 - 1.13 |
| Crop Marks                 | 6.8         |
| Curve Handles              | 4.9         |



|                  |       |
|------------------|-------|
| Customer Support | front |
| Cut, elements    | 4.18  |
| Cut, text        | 2.20  |

## D

|                        |           |
|------------------------|-----------|
| Defaults               | 8.1 – 8.2 |
| Delete, elements       | 4.18      |
| Delete, text           | 2.20      |
| Delete Page            | 5.9       |
| Desktop Publishers     | 1.1       |
| Double-Sided Documents | 1.12      |
| Drawing Tools          | 3.7       |
| Drivers                | 8.3       |
| Duplication            | 4.20      |

## E

|                               |             |
|-------------------------------|-------------|
| Edit Color Palette            | 7.8 – 7.9   |
| Edit Coordinates              | 4.5         |
| Edit Hyphen Dictionary        | 2.35        |
| Edit Spelling Dictionary      | 2.31        |
| Effects, text                 | 2.13        |
| Element attributes            | 4.10 – 4.17 |
| Elements, alignment           | 4.23        |
| Elements, editing coordinates | 4.5 – 4.8   |
| Elements, moving              | 4.3, 4.21   |
| Elements, order on page       | 4.21        |
| Elements, resizing            | 4.4         |
| Elements, selecting           | 4.1         |
| Elements, setting attributes  | 4.10        |
| Ellipses                      | 3.9         |
| Elliptical Arcs               | 3.10        |
| Elliptical Arcs, coordinates  | 4.7         |
| EPS, import                   | 3.2         |
| Excellence, import            | 2.7         |
| Export Graphics               | 3.15        |
| Export Text                   | 2.41        |

## F

|                      |             |
|----------------------|-------------|
| Facing Pages, show   | 1.19        |
| File Selector        | 1.24        |
| Fill Color           | 4.11, 4.14  |
| Fill Style, editable | 4.14        |
| Fill Styles          | 4.10 – 4.14 |

|                          |           |
|--------------------------|-----------|
| Fixed Leading            | 2.14      |
| Font Drawers             | 8.5 – 8.7 |
| Font Management          | 8.5 – 8.8 |
| Font Metric files        | 1.27      |
| Font Systems             | 1.27      |
| Font Sizes               | 1.3, 2.11 |
| Font Styles              | 1.4, 2.12 |
| Fonts                    | 1.3, 1.27 |
| Fonts, Compugraphic      | 1.29      |
| Fonts, PostScript Type 1 | 1.31      |
| Fonts, PostScript Type 3 | 1.32      |
| Fonts, Soft-Logik        | 1.28      |
| Fonts, selecting         | 2.11      |
| Fonts, sizes             | 2.11      |
| Fonts, styles            | 2.12      |
| Form Feed                | 6.8       |
| Formatting               | 2.13      |
| Formatting, paragraph    | 2.16      |
| Freehand Drawing         | 3.11      |
| Frequency, screen        | 3.12      |
| Full Page, show          | 1.18      |
| Full Width, show         | 1.19      |

## G

|                     |        |
|---------------------|--------|
| Graphics, drawing   | 3.7-11 |
| Graphics, export    | 3.15   |
| Graphics, formats   | 3.4    |
| Graphics, importing | 3.4    |
| Greeking            | 8.15   |
| Grid, set           | 5.1    |
| Grid, show          | 5.1    |
| Grid, snap to       | 5.2    |
| Group               | 4.24   |
| Guides, set         | 5.4    |
| Guides, show        | 5.4    |
| Guides, snap to     | 5.4    |

## H

|                         |             |
|-------------------------|-------------|
| Highlighting Text       | 2.9         |
| HLS                     | 7.3         |
| HSV                     | 7.2         |
| Hyphenation             | 2.33 – 2.36 |
| Hyphenation, batch      | 2.33        |
| Hyphenation, exceptions | 2.35        |
| Hyphenation, manual     | 2.33        |



|                       |      |
|-----------------------|------|
| Hyphenation, removing | 2.36 |
| Hyphenation, rules    | 2.34 |

## I

|                    |     |
|--------------------|-----|
| IFF DR2D, import   | 3.4 |
| IFF FTXT, import   | 2.7 |
| IFF, import        | 3.4 |
| IMG, import        | 3.4 |
| Importing Graphics | 3.4 |
| Importing Text     | 2.7 |
| Insert mode        | 2.6 |
| Insert Page        | 5.9 |

## J

|               |             |
|---------------|-------------|
| Justification | 2.17 – 2.18 |
|---------------|-------------|

## K

|                        |             |
|------------------------|-------------|
| Kerning                | 2.26 – 2.29 |
| Kerning, batch         | 2.27        |
| Kerning, manual        | 2.26        |
| Kerning, removing      | 2.29        |
| Kerning Pairs, setting | 2.28        |
| Keyboard Equivalents   | B.1 – B.7   |
| Kill Text Routing      | 2.25        |

## L

|                      |             |
|----------------------|-------------|
| Landscape pages      | 1.13        |
| Lassoing elements    | 4.2         |
| Leading              | 2.14        |
| Left Indent          | 2.16        |
| Line Color           | 4.15, 4.17  |
| Line Spacing         | 2.14        |
| Line Styles          | 4.15 – 4.16 |
| Line Style, editable | 4.16        |
| Lines                | 3.8         |
| Lines, coordinates   | 4.6         |
| Linking Columns      | 2.24        |
| Lock                 | 4.22        |
| Lowercase, make      | 2.21        |

## M

|                       |                 |
|-----------------------|-----------------|
| MacPaint, import      | 3.4             |
| Macros                | 8.10 – 8.14     |
| Magnification, view   | 1.17 – 1.20     |
| Make Capitalized      | 2.21            |
| Make Lowercase        | 2.21            |
| Make Uppercase        | 2.21            |
| Manager, fonts        | 8.5 – 8.7       |
| Manual Feed           | 6.8             |
| Manual Hyphenation    | 2.33            |
| Manual Kerning        | 2.26            |
| Margin Indents        | 2.16            |
| Master Pages          | 1.21            |
| Measurement Systems   | 8.9             |
| Mechanical Separation | 3.14, 7.5 – 7.6 |
| Merging documents     | 1.25            |
| Mirror, printing      | 6.9             |
| Moving Elements       | 4.3             |
| Moving Pages          | 5.10            |
| Move to Page          | 4.21            |
| Multiple Columns      | 2.3             |

## N

|                    |             |
|--------------------|-------------|
| Negative, printing | 6.9         |
| New Document       | 1.12 – 1.13 |

## O

|               |      |
|---------------|------|
| Open Document | 1.24 |
| Outline Fonts | 1.27 |

## P

|                     |             |
|---------------------|-------------|
| Page Creation       | 1.12 – 1.13 |
| Page, delete        | 5.9         |
| Page, insert        | 5.9         |
| Page, move          | 5.10        |
| Page Numbering      | 5.7 – 5.8   |
| Page Orientation    | 1.13        |
| Page Size, setting  | 1.12, 1.17  |
| Page Size, changing | 1.17        |
| Page Unload         | 6.11        |
| Pages, changing     | 1.22        |



|                          |                |
|--------------------------|----------------|
| Paper Size               | 6.4            |
| Paragraph Formatting     | 2.16 – 2.17    |
| Paragraph Tagging        | 2.37 – 2.39    |
| Paste, elements          | 4.19           |
| Paste, text              | 2.21           |
| Paths                    | 8.3 – 8.4      |
| Picture Windows          | 3.3, 3.6       |
| Pictures                 | 3.1            |
| Pictures, coordinates    | 4.8            |
| Pictures, show           | 3.3            |
| Pointer Tool             | 4.1            |
| Points                   | 8.9            |
| Polygons                 | 3.10           |
| Polygons, coordinates    | 4.7            |
| Polygons, reshaping      | 4.9            |
| Polylines                | 3.10           |
| Polylines, coordinates   | 4.7            |
| Polylines, reshaping     | 4.9            |
| Portrait Pages           | 1.13           |
| PostScript               | 6.10           |
| PostScript Type 1 Fonts  | 1.31           |
| PostScript Type 3 Fonts  | 1.32           |
| PostScript Headers (PSF) | 1.28 – 1.29    |
| Preferences, setting     | 8.1 – 8.2      |
| Printing a Document      | 6.6 – 6.9      |
| Printer Configuration    | 6.3 – 6.5      |
| Print Density            | 6.7            |
| Printer Drivers          | 6.3            |
| Printing in Color        | 6.8, 7.6 – 7.7 |
| Printing to Disk         | 6.4, 6.13      |
| Printing Order           | 6.4            |
| Printing Resolution      | 6.7            |
| ProDraw Clip, import     | 3.4            |
| ProVector, import        | 3.4            |
| ProWrite, import         | 2.7            |

## R

|                      |      |
|----------------------|------|
| Registration Marks   | 6.8  |
| Removing Hyphens     | 2.36 |
| Removing Kerning     | 2.29 |
| Replace Attributes   | 2.40 |
| Replace Text         | 2.23 |
| Reshape Tool         | 4.9  |
| Resolution, printing | 6.7  |
| Resizing Elements    | 4.4  |
| RGB                  | 7.2  |
| Right Indent         | 2.16 |

|                      |      |
|----------------------|------|
| Rotation             | 4.25 |
| Round Cornered Boxes | 3.8  |
| Rulers               | 1.23 |
| Rulers, show         | 1.23 |
| Runaround            | 4.27 |

## S

|                            |                 |
|----------------------------|-----------------|
| Save                       | 1.26            |
| Save As                    | 1.26            |
| Save As Template           | 5.11            |
| Save Doc Defaults          | 8.1 – 8.2       |
| Save Document              | 1.26            |
| Screen Angle               | 3.13            |
| Screen Colors              | 7.12            |
| Screen Frequency           | 3.12            |
| Screen Redraws             | 1.23            |
| Screens, shading           | 4.11, 4.13      |
| Search, strings            | 2.21 – 2.22     |
| Search Text                | 2.21 – 2.23     |
| Select All                 | 4.3             |
| Selecting Elements         | 4.1 – 4.3       |
| Selecting Text             | 2.9             |
| Send to Back               | 4.21            |
| Separable Pictures         | 3.14, 7.5 – 7.6 |
| Set Grid                   | 5.1             |
| Set Macros                 | 8.10 – 8.14     |
| Set Paths                  | 8.3 – 8.4       |
| Set Hyphenation Rules      | 2.34            |
| Set Text Routing           | 2.24            |
| Set User Scale             | 1.19            |
| Setting Kerning Pairs      | 2.28            |
| Setting Element Attributes | 4.10            |
| Setting Text Attributes    | 2.9             |
| Setting Text Formatting    | 2.13            |
| Show Actual Size           | 1.18            |
| Show Column Outline        | 2.1             |
| Show Facing Pages          | 1.19            |
| Show Full Page             | 1.18            |
| Show Full Width            | 1.19            |
| Show Grid                  | 5.1             |
| Show Guides                | 5.4             |
| Show Master Pages          | 1.21            |
| Show Pictures              | 3.3             |
| Show Rulers                | 1.23            |
| Show Set User Scale        | 1.19            |
| Show Tabs                  | 5.5             |
| Show Text Routing          | 2.25            |



|                              |             |
|------------------------------|-------------|
| Show 5%, 50%                 | 1.19        |
| Show 200%, 400%              | 1.19        |
| Single-Sided Documents       | 1.12        |
| Size, page                   | 1.12, 1.17  |
| Size Handles                 | 4.1         |
| Sizes, text                  | 2.11        |
| Sizing Elements              | 4.4         |
| Soft-Logik Fonts             | 1.28        |
| Snap to Grid                 | 5.1 – 5.2   |
| Spell Checking               | 2.30        |
| Spelling Dictionary, editing | 2.31        |
| Style Sheets                 | 2.37        |
| Style Sheets, appending      | 2.39        |
| Style Sheets, creating       | 2.38        |
| Style Sheets, saving         | 2.39        |
| Styles, fill                 | 4.10 – 4.14 |
| Styles, lines                | 4.15 – 4.16 |
| Styles, text                 | 1.4, 2.12   |
| Subscripts                   | 2.15        |
| Superscripts                 | 2.15        |
| Switching Pages              | 1.22        |

## T

|                            |                 |
|----------------------------|-----------------|
| Tabs                       | 5.5 – 5.6       |
| Tabs, setting              | 5.5             |
| Tabs, show                 | 5.5             |
| Tags                       | 2.37            |
| Tags, appending            | 2.39            |
| Tags, creating             | 2.38            |
| Tags, saving               | 2.39            |
| Templates                  | 5.11            |
| Text                       | 1.3             |
| Text Attributes            | 1.3, 2.9 – 2.13 |
| Text Columns               | 2.2 – 2.4       |
| Text Effects               | 2.13            |
| Text Elements              | 2.1             |
| Text, export               | 2.41            |
| Text, flow                 | 2.24            |
| Text, flow around elements | 4.27            |
| Text, greeking             | 8.15            |
| Text, highlighting         | 2.9             |
| Text, importing            | 2.7 – 2.8       |
| Text Tool                  | 2.6             |
| Text Objects               | 2.4             |
| Text Routing, set          | 2.24 – 2.25     |
| Text Routing, kill         | 2.25            |
| Text Routing, show         | 2.25            |

|                              |                  |
|------------------------------|------------------|
| Text Runaround               | 4.27             |
| Text, selecting              | 2.9              |
| Thumbnails                   | 6.7              |
| TIFF, import                 | 3.4              |
| Tiling                       | 6.8              |
| Tracking (character spacing) | 2.14             |
| Typeface                     | <i>see fonts</i> |
| Typeover mode                | 2.6              |
| Toolbox                      | 1.10, 3.7        |

## U

|                      |      |
|----------------------|------|
| Undo                 | 3.16 |
| Ungroup              | 4.24 |
| Unlock               | 4.22 |
| Uppercase, make      | 2.21 |
| User Scale, show/set | 1.19 |

## V

|                     |             |
|---------------------|-------------|
| Variable Zoom       | 1.20        |
| View Magnifications | 1.17 – 1.20 |

## W

|                     |       |
|---------------------|-------|
| Warranty            | front |
| Windows             | 1.14  |
| WordPerfect, import | 2.7   |

## X

|           |     |
|-----------|-----|
| X/Y Lines | 3.8 |
|-----------|-----|

## Y

|     |     |
|-----|-----|
| YIQ | 7.3 |
|-----|-----|

## Z

|      |      |
|------|------|
| Zoom | 1.20 |
|------|------|